

07 May 2020

Dear Year 6 Parents and Carers,

We are delighted with the news your child will be joining us in September 2020 and are looking forward to building a positive working partnership with you.

The current challenging circumstances have obviously had an impact on our plans for Year 6 transition, however I would like to take this opportunity to keep you informed of what the current plans are and give you and your child some further information regarding transition.

You will find Year 6 transition documentation on a dedicated area of our website under Information>>Year 6 Transition <https://www.castlehall.com/year-6-transition/> The documents you will find are:

- 1. Year 6 Transition Booklet 2020 – Year 7 Next Steps.** The booklet tells you everything you need to know about starting your journey at Castle Hall Academy. We have put together a quiz that you can complete once you have read the booklet. It can be found on the following link <https://forms.gle/2ZxQYb6nhiyWvApV8> well done postcards will be sent to Y6 students who get 10 / 10.
- 2. Home Academy Agreement**
- 3. Data Collection Form**
- 4. Individual Healthcare Form**

We ask the documents above numbered 2, 3 and 4 are downloaded, completed and either emailed to office@castlehall.com or posted to the address below by **04 June 2020**.

It is essential we always have up to date information for your child. In September you will be given access to SIMS Parent App, you will be able to update your information i.e. mobile number, email address, home address etc should it change.

To ensure the smooth transition from primary to secondary school we are offering the following information sessions and visits to the academy:

1. Date to be confirmed (dependent on COVID19)

When we are back in school we will arrange a suitable date for Year 6 parents/carers meeting and academy tour. You will receive a clear outline of the academy ethos, vision and plans. You will have the opportunity to meet Mr Brook, Headteacher along with other key members of staff.

2. Date to be confirmed (dependent on COVID19)

When we are back in school we will arrange a suitable date for Year 6 students who have additional needs to visit the school prior to the main transition day. This will allow these students additional time to familiarise themselves with the academy surroundings, routines and meet key staff. If these days cannot be arranged

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because of the current situation with COVID-19, our staff will call these students or arrange further visits at a later date. If you need to contact Mr Ashraf, SENCO please email office@castlehall.com

3. Tuesday 7th July 2020 (This date may change subject to COVID19)

Year 6 Transition Day. A chance for students to experience a day at Castle Hall Academy. They will take part in a wide range of fun and exciting activities and start to familiarise themselves with academy surroundings and routines. The day will begin at 9:00am and finish at 2:45pm, students should attend in their primary school uniform. A free lunch will be provided on this day.

4. Tuesday 7th July 2020 (This date may change subject to COVID19)

A Year 6 parents' meeting will take place from **5:00pm to 6:00pm**.

Castle Hall staff are also contacting primary schools to arrange conversations with Year 6 teachers to share information about every student and their needs.

We look forward to meeting and working with you. In the meantime, if we can be of any further assistance please do not hesitate to contact us via office@castlehall.com

Yours sincerely,



Mrs C Swain
Assistant Headteacher – Year 6 Transition Lead

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