

4th March 24

Dear Parents and Carers,

Your child has been offered a place in Year 7 at Sutton School starting in September 2024.

We are very much looking forward to meeting all of our new starters and preparing for the new academic year. We understand that the transition to secondary school can be very daunting for both pupils and parents, so we have planned a series of events to support this process, ease your worries and enable you to feel more comfortable and confident with the exciting changes that lie ahead!

Please find below a summary of our plans which have also been shared with your child's current Primary setting. If you have any questions regarding these arrangements, please feel free to contact me at any point.

- 1. Let's Make Friends: Thursday March 21st 4-5pm
Thursday April 25th 4-5pm
Thursday May 23rd 4-5pm
Thursday June 20th 4-5pm**

We are holding a 'Let's Make Friend's' event where pupils, parents and carers are invited into school for an informal meet and greet. This will happen each month in March – June between 4:00 – 5:00 p.m. During these sessions you will have the chance to meet some key staff, chat to other parents and pupils can meet and begin to make new friends. Tea, coffee, soft drinks and biscuits will be provided.

- 2. Parents and Carer Meeting – June 20th**

During the last Let's Make Friends we will be hosting a 'Parents Meeting in the hall.' There will be opportunities to complete any admissions information ahead of September 2023 which will really help to create a smooth transition. Please feel free to prepare and ask any questions which you may have, as there will be lots of important people on hand to answer your queries.

- 3. Primary Liaison Week: Monday 1st July – Friday 5th July**

Every pupil will be invited to visit school this week for one morning session (Monday – Thursday) and for a second visit on Friday 7th July. More details about this week will be shared at our Parents and Carers meeting.

- 4. Professional Handover Meetings: Summer term**

School staff (SENCo, Teachers or Phase leader) will make contact with Primary settings during the summer term to offer an opportunity to meet pupils in their current setting and speak with the professionals who are currently working with your child. Where possible, these meetings will be face: face visits to the school but we will also be able to offer virtual meetings via Microsoft TEAMS.

- 5. Visits**

The majority of our new students have already visited our school setting however, if for any reason you feel like you would benefit from an additional visit to school (outside of the transition plans identified above) please feel free to contact me so that we can discuss possible options.

Kind regards,

D.Doman

Acting Assistant Headteacher and SENCo

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