



Thursday, 7th May 2020

Dear Colleague,

I hope this letter finds you well and that you and your staff are managing with the challenging circumstances at this time. We can all appreciate that the transition process for Year 6 pupils will look quite different this year. Therefore, I thought it may be helpful to contact you and to outline our thoughts for how this would initially work.

Step One: Over the Next Week

Our Head of Year 7, Natalie Hunter, will contact your Year 6 teacher via email over the next week. We will ask your Year 6 teacher to send a welcome message from Hazel Wood to your Year 6 pupil/s along with a questionnaire for their completion. At this stage we will provide your Year 6 teacher with a detailed plan so that we can work towards a shared timeline. By clearly identifying the steps at the outset it is hoped that we will all be able to answer any questions or concerns that may arise and to establish effective communication channels.

Step Two: Transition Forms and Meeting after Half Term

Transition forms will be emailed to your Year 6 teacher. Whilst not all of the information required may be at hand, we would appreciate you completing this as fully as possible with the information that you do have. To enable the Year 6 teacher and Natalie Hunter to discuss in-depth the pupil/s who will be joining us in September we will request a convenient date and time after half term in which they can meet. Dependent upon Government advice this meeting will either take place face to face, or through an agreed alternative platform such as Microsoft Teams, Zoom or by telephone.

Step Three: Final Week Before Half Term

In the final week before half term we will send a Welcome Pack to the Year 6 pupil/s. This will include information about our school and upcoming news and information that can also be accessed through our website. This pack will also contain some forms which we will ask to be completed and returned to us as soon as possible.

What Do We Need You To Do Now?

If possible, please could your office send the CTF files across to us and for the attention of Helen Hart. Our DFE number is 3514001 and the address and email are within the footer of this letter.

Our Assistant Head Teacher and SENCO, Kelly Pilkington, will continue to make contact with SENCOs and Headteachers. Should you have any additional queries you can contact Natalie or Kelly on the following emails:

- Kelly Pilkington, Assistant Head Teacher and SENCO: K.Pilkington@hazelwoodhigh.co.uk
- Natalie Hunter, Head of Year 7: N.Hunter@hazelwoodhigh.co.uk

I hope this makes our plan for the initial phase of transition clear. I will contact you again following half term with further details about the next stage where we would hope to conclude the transition process in a more traditional manner.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'P. Greenhalgh'.

Mr P Greenhalgh
Head Teacher



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Headteacher: Paul Greenhalgh