



Tuesday, 23 June 2020

Dear Colleague,

I am writing with an update regarding the next stage in the successful transition of your Year 6 pupils to Hazel Wood High School in September.

Firstly, I would like to thank you and your staff for your excellent assistance so far. The distribution of letters by Year 6 teachers, the swift completion of the transition forms and the engagement in Zoom calls or emails has been extremely helpful. In the last few weeks our Year 7 team have been working hard to create a transition package for our new starters. This includes a virtual tour of school, a special transition area on our website, a welcome pack with lots of key information for pupils, enhanced visits for those pupils who need it and a transition project.

Within the next fortnight you will receive:

- A copy of the transition project for Year 6 pupils to complete. This project combines the skills that Year 6 teachers have told us the pupils need to revisit or explore. It will also include skills/themes that the pupils will be studying in their first 2 weeks at Hazel Wood.
- There will be a special section that addresses the pupils worries and helps them prepare themselves for high school and allay their fears. This project can be completed with pupils within school or can be sent home for them to complete, but forms a large part of the new transition process.

We are currently working on:

- A second transition video. This will include introductions from key members of staff and also include some of our current pupils who will address the concerns that have been sent to us via the Year 6 pupil questionnaire.
- Year 6 newsletters for the website that will engage the pupils in fun activities and explore different areas of our school.
- We are also arranging for our current pupils to send each of the Year 6 pupils a welcome postcard. This will be a personalised message from someone who used to go to the same primary school and who can relate to what the transition process can feel like.

We are working hard to provide resources for Year 6 pupils and parents and would appreciate you sharing the following information:

- From Friday 26th June pupils and parents will be able to access all the information that has been sent out so far on our website. We will also post the virtual tour of school on there, a digital copy of our welcome pack and any forms that need completing. In the coming weeks more material will be added to this specialised section of our website.
- We are also offering a phone in for parents every Tuesday between 9am-12pm. At this time they will be able to speak to one of the dedicated Year 7 team who will hopefully be able to answer any questions they might have.

Miss Hunter will be in contact with the Year 6 teachers again this week to update them on the plans for transition and what they can expect to receive in the coming weeks. We are also working on our plans for September and will update you as and when they are finalised. Please do not hesitate to get in touch if you have any concerns or if there are any queries.

Yours sincerely,

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

Mr. P. Greenhalgh



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