



Friday, 15th May 2020

Dear Parent/ Guardian,

I am writing with regard to the upcoming transition of your child to us in September. I just thought I would take the opportunity to introduce myself and maybe allay some of your fears and concerns. I am Miss Hunter, Head of Year 7 and Transition Co-ordinator at Hazel Wood High School. As you know, we are in quite unusual times at the minute and what would normally happen during the transition process isn't all possible. Therefore, we are adapting, as and when, new announcements are made by the government. Throughout this whole process, I endeavour to make your child's transition to our school as smooth as it possibly can be.

In the coming weeks, you will be receiving a welcome booklet from me with lots of information about our school and things for you and your child to look at together. This will also include 3 forms that I must have signed and returned to school as soon as possible. This will ensure we get the smoothest start possible in September. These can be returned to me via email or to school at the main office (mornings only). The Year 6 teachers and I will also be working closely to ensure a smooth transition for your child. As always, they will complete transition forms for me, which will tell me more about your child. Following this, we will then have either an online meeting or a face to face meeting, depending upon what is possible in the coming weeks.

I also hope to meet all the children who will be joining us in September, just as I do every year. At the moment, we do not know if this will be possible. However, if it isn't please be reassured that we are working on alternative plans that would at least give them a glimpse of school and maybe even an online meeting. As you can see, as well as this letter for yourself, there is one for your child. Please do read through it with them to reassure them that they are being considered and all will be ok. I have also included a questionnaire about their feelings towards starting at Hazel Wood. Again, could you read and complete this with them and either return straight to me via email n.hunter@hazelwoodhigh.co.uk, or alternatively you could drop it into school one morning. The answers to this will really help me determine the best way to support you and child throughout this process.

I have also asked the Year 6 teacher to forward to you an information form. I am aware that some parents have already filled this in and returned it to us. However, if you haven't could you please do so as a matter of urgency. You can even complete it and send a picture of it to me via email if that is easier. Lastly, if you could email me with your email address, your name and your child's name that would be extremely helpful. This would mean we could contact each other directly, rather than it having to go through the Year 6 teacher.

Thank you for your co-operation.

Regards,



Hazel Avenue, Bury, Greater Manchester BL9 7QT



0161 797 6543



enquiries@hazelwoodhigh.co.uk



www.hazelwoodhigh.co.uk

Headteacher: Paul Greenhalgh



Miss N Hunter

Dear Year 6 pupil,

I just thought I would write and introduce myself. I am Miss Hunter, Head of Year 7 and Transition Co-ordinator at Hazel Wood High School. As you know, we are in quite unusual times at the minute and what would normally happen during the transition process isn't all possible. Therefore, we must adapt and try and make your transition the best it can be under the current circumstances, that's my job but I will need your help.

Firstly, your Year 6 teacher has forwarded you a questionnaire from me. Don't worry, all you have to do is read it, tick the boxes and email it back to me, (I have included my email address). This is to find out how you are feeling. Please be honest as it will help me make changes to our transition programme that will help you. I have also given your Year 6 teacher's a plan, so that they know what we will be doing.

Secondly, you are probably wondering if and when you are going to meet me, the other staff and pupils from Hazel Wood, when you will get the chance to visit us and who will be in your form. I cannot answer all these questions now but I will try my best to give you some information to help you understand what will be happening.

In the next 2 weeks, you will receive a welcome pack from me. This is for you and your parents to read through together. It will give you lots of information about our school such as a sample timetable, the uniform expectations and a map, plus much more. Most importantly, the pack contains 3 forms which **must** be returned to school as soon as possible. This pack will also tell you about things to look out for on our website that are just for you.

Thirdly, your Year 6 teachers will be completing transition forms for us, to give us as much information as possible about you. This will help make sure you are in a form with some of your friends, that we know your interests and if you need any extra help at all.

Finally, I know you will all be eager to come and visit Hazel Wood High. At the moment, we do not know when and if that can happen. As soon as we do know I will let you know. Please believe that it is my intention to meet you all and get you to our school for a visit before September and I promise I will try my best. Obviously, this will not have answered all of your questions but I will be in touch soon with more information.

Please feel free to contact me or your Year 6 teacher with any questions or worries you may have and I will try my best to answer them.

Regards,

Miss N Hunter



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