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## SUNNYMEDE JUNIOR SCHOOL

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21<sup>st</sup> May 2021

Dear Y2 Parents and Carers,

### RE: TRANSITION TO YEAR 3

We look forward to your child joining us in September and welcoming you to the junior school community. I have no doubt that you will already be starting to think about the transition process and your child moving school.

In 'normal' times, we would have been inviting Y2 parents into school for an informal tour of the building, a coffee and chat and to attend one of our weekly celebration assemblies at around this time. This would have been followed by a series of visits by the Y2 pupils to familiarise themselves with the school, followed by a more formal meeting for parents in July, with a PowerPoint presentation about key aspects of school policy and general procedures. In September, once the children have settled in for a couple of days, there is an opportunity to meet with the class teacher after school for a question and answer session.

Unfortunately, due to the COVID-19 restrictions that are still in place, we are unable to complete the first part of this transition by inviting you in for the informal school tour. However, I can assure you that the other steps in the process will all take place, though there may well be some modifications to our usual arrangements.

For example, we will ensure that the Y2 pupils have a chance to visit their new school in person and meet their teacher before the end of term. We will also ensure they spend a break time in the junior playground and have a brief tour of the building. We will also be organising the more formal meeting for parents in July. Please put **Monday 5<sup>th</sup> July at 6pm** in your diary for this meeting. We are not yet sure what form this meeting will take but will confirm nearer the time if it will be a face-to-face meeting or a 'virtual' meeting held by Zoom. We will also let you know the name of your child's new teacher at this meeting. The current plan is for children to meet and spend time with their new teacher the following morning on Tuesday 6<sup>th</sup> July.

With this letter, we are sending you a privacy notice and also some forms that need to be completed and returned to us as soon as possible. Please return them to the infant school office (your child can be given them to return). The documents to be signed include:

- Admissions form
- Photography and Filming parental permission

- Ethnicity Data form
- Home School Agreement
- Pupil Acceptable Agreement / Online Safety Rules

When completing the forms, please ensure that phone contact numbers and any email addresses are written in very clear print. If the writing is not clear, we may not be able to communicate with you. Please ensure that upper and lower case is used accurately for email addresses. At the July meeting, we will give you a further pack with additional information or email you if the meeting is held virtually. This year we will be emailing the school prospectus to parents in June and it will also be placed on our school website.

Please also be assured that transition handover meetings take place between the Y2 and Y3 teachers after half term to share key information about children. If your child has special educational needs or another specific need, this will also be shared with the SENCO, Miss C. King. Once the two SENCOs meet after half term, we will contact you if a further meeting is needed to discuss the needs of your child in more detail.

I hope the above will reassure you and your child about the move to the junior school in September. We look forward to receiving the completed forms, if possible before half term. In the meantime, I hope your child will enjoy their last few months at Sunnymede Infant School.

Kind regards.



Mrs Ronnie Branch  
Headteacher