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CNm/MTp

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Dear Parent/Carer

I would like to take this opportunity to introduce myself as Transition Manager and Head of Year 7 for the Rodillian Academy and to welcome you into partnership with us in supporting your child as they move from primary education into secondary. We believe that children do not 'come' to Rodillian, but that they are a *'part of'* Rodillian and we will work to strengthen this relationship from this point forward.

Experience over many years tells us that the next few months will present your child with a significant amount of change, as they move from a smaller school setting, into a large secondary school. We understand that this change can be challenging for parents and carers as well. It is normal for these changes to be accompanied by anxiety, particularly for children, but we will work to remove any fears or misgivings that you or they may have.

Communication between the academy and its families is a vital part of this support system; in the near future you will receive a **Year 6 Transition booklet** that contains a fuller explanation of our expectations and provides practical information to help you and your child prepare for transition.

Year 6 Information Evening

I would like to invite you to attend the **Year 6 Information Evening** at Rodillian on **Thursday 6th June 2019**. The evening will run from **4:30pm to 7:30pm** and will be hosted by myself together with the Headteacher and the Director of Key Stage 3. The evening will provide you with an opportunity to see the academy, ask any questions you may have, buy uniform and equipment and meet your child's form tutor. A full programme for the evening will be included in the Year 6 Transition booklet which you will receive in due course. Please note that the follow up evening on **Thursday 27th June 2019** is an alternative date for those who can't make the initial meeting.

Year 6 Induction Programme

In consultation with local primary schools, we have an extended transition process to further support students transferring to secondary school. This year, students will be starting with us on **Monday 8th July 2019** and completing the summer term on **Friday 19th July 2019**. The Induction Programme is a crucial part of the transition process because it allows pupils to gain a better experience of what life is really like at secondary school, to familiarise themselves with the building, their teachers and other pupils and it helps to alleviate any misplaced fears before the long summer holiday. We will be launching the Year 7 timetable during the Induction Programme alongside enrichment and resilience activities. **All students will be taken on to the Rodillian Academy role on Monday 8th July 2019 and are expected to attend the full Induction programme without exception. In line with our Admission Policy, any student not attending may lose their allocated place at the Academy.**

Finally over the next 4 months, I will be working with your child's primary school together with staff at Rodillian, to make sure that every child feels comfortable with the reality of life in a secondary school.

I look forward to meeting you in June and working with you to ensure a smooth transition.

Yours faithfully

Miss Claire Needham

Deputy Director KS3 - Head of Year 7 & Transition Manager

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