



25<sup>th</sup> March 2020

Dear Parents and Carers,

### **Sydenham School Year 6-7 Transition 2020**

We are delighted to hear that your child has been offered a place with us, and very much look forward to welcoming you and your child to our school community.

I am writing to you about your child's offer of a place at Sydenham School for September 2020. In this very uncertain time, we are making detailed plans to support the transition into Sydenham School and ensure that your child is as fully supported as they would in more normal years.

There are number of important steps that you need to follow:

#### **1. Confirmation of your acceptance of a place**

To help us manage the process of transition remotely, during this period of social distancing, please complete our Transition Information form by 3rd April which can be accessed via this QR code:



If you are unable to access this link, please email [admissions@sydenham.lewisham.sch.uk](mailto:admissions@sydenham.lewisham.sch.uk) by April 3<sup>rd</sup> with the following details:

- Your child's first name
- Your child's surname
- Your current home address including postcode
- Your home telephone number
- Your mobile number
- Confirmation of whether or not you are accepting the place at Sydenham School.

If you have decided that you do not require this place for your child, you should have informed your Local Authority Admissions Team in the borough where you live. This is to ensure the place can be offered to another student on the waiting list. If you have not done this please contact your Home Authority Admissions Team by telephone/email, to confirm with them that you are accepting/declining the place offered at Sydenham School.



## 2. Supporting your child's transition to Sydenham School

Our plans for induction and the transition process may well have to be adapted due to the duration of social distancing requirements. If this is the situation, we will work with our own staff team and those colleagues in our local primary schools, to help ensure that we effectively support the transition process.

On the assumption that we are able to run our normal induction programme, please make a note of the following dates for your diary:

- **Individual Induction Meeting** - Thursday 4th June 2020 (a one-to-one meeting with you, your child and a member of staff to help support the transition and share information).
- **Induction Day** - Tuesday 7th July 2020 9.30am - 3.00pm (students will meet their tutor and the other students in their tutor group and learn about the daily routines and expectations for learning at Sydenham School).
- **Induction Evening for Parents and Carers** - Tuesday 7th July 2020 6-7pm (an evening event for parents and carers designed to provide you with an idea of the range of work, activities and opportunities available for your child at Sydenham School, as well as giving you an understanding of our expectations and standards).

## 3. Keeping in Contact

As we continue to work hard to support our entire community over the next few months, we will liaise with you to keep you up to date with the evolving situation. This will mainly be communicated via email so that our staff can do this remotely.

To obtain a sense of our Sydenham School community, please see the link below for our most recent Parents E-newsletter <http://www.sydenham.lewisham.sch.uk/newsletter>. You may also like to follow our website to keep up to date and follow us on Twitter (@SydenhamSchool).

Please be reassured that we are a very large and resilient institution, which has been present in the Sydenham community for over a century. We are confident that our staff team will do everything necessary to ensure your child's transition into Sydenham School is a positive one.

Please do not hesitate to contact our team at [admissions@sydenham.lewisham.sch.uk](mailto:admissions@sydenham.lewisham.sch.uk) if you have any queries which need to be addressed. We are sending our very best wishes to you and your family for the coming weeks and really look forward to your child joining the Sydenham community in September.

Yours sincerely,

Gloria Lowe  
Headteacher