

19 June 2020

Dear Parents and Carers

Junior School 'Step Up' Transition Events

I am delighted to be able to write to you with further information regarding our arrangements for 'Step Up' Day. With it being such an unusual year, we were awaiting information from the government regarding the next Junior School return phase to see if there was any possible way we could facilitate children meeting their new teacher in person, which was our preference. I am very pleased to inform you that we can now confirm that we are able to do this for those who return to school, in addition to offering a remote introduction to life in their new year group for those who do not return, along with any new pupils. We are prepared for both eventualities to accommodate whichever decision families have made and would like to reassure you that the teachers are all aware that this transition may feel a little unusual for the pupils and will be mindful of signs that they may be finding the idea of the next academic year challenging.

In previous years, I am aware that children and parents have not been informed of their child's new Form Teacher until the first day of the new school year. I have made the decision that for pupil wellbeing it is important for them to have this information in advance to better prepare themselves for the move to a new year group. It also enables parents to get in touch with the teacher in advance to make them aware of any crucial information they should know in advance of September.

'Step Up' Day – pupils returning to school

According to the date listed below, pupils who are in school will have the opportunity to have a short session with each teacher in their year group. They will be informed by their current teacher who their new form teacher is on 'Step Up' Day, in advance of the afternoon sessions. It is felt that the teachers who know them well and have spent a great deal of time building positive relationships will be well prepared to spot if any children are feeling unsettled and can speak to them prior to the pupils meeting their new teacher. The afternoon will be spent with the teachers of their new year group.

Children will remain in their bubble groups and in their same classrooms or on the field and the teachers will take turns leading a session with each group, so all pupils get to know both year group teachers. The teachers will prepare some welcome activities, using their time with the year group to get to know the pupils and their interests better.

Parents will be informed that day via email of their child's new Form Teacher. Please be aware that there is only one change to the year group teaching allocation this year. Mrs Robertson will be teaching in Year 3 and Mrs Ogden will be teaching in Year 4.

‘Step Up’ Day – pupils continuing to work remotely

For pupils who have been unable to return to College, a remote session will be offered on Teams to replicate the afternoon session and for pupils to be able to meet their new teachers. The Teams meeting will involve both Form Teachers so pupils get to meet both teachers within the year group together. This will only be offered to those who have not returned to school as well as new pupils to the year group. Once the survey follow up is complete, Miss Jackson will invite pupils who we know will not be returning to school before the end of term.

For these sessions, we ask that children in Nursery and Reception bring their favourite toy with them to their remote meeting.

Please note: all remote sessions will be recorded and available to view at a later date.

Key Transition Years – Parent Presentations (Nursery, Reception, Year 1 and Year 3)

Where we had originally scheduled a Transition Meeting this term for key Junior School transition points, presentations, led by the year group teachers, will now take place for parents via a Teams meeting. Miss Jackson will invite you to these in due course and new parents to the year group will also be invited. There will also be the opportunity for a follow up Q & A. This is to cover the key elements of the year group change and important information to note for the beginning of the academic year. Please note: all remote sessions will be recorded and available to view at a later date.

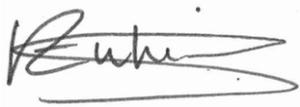
We are very much hoping that we will be able to have the opportunity for all teachers to meet parents (including the other year groups) in the Michaelmas Term Welcome Evening and will host this for parents within the first week of term, either in person or remotely. We will send you more information regarding this nearer the time.

Please find the details below regarding the date and time of your child’s ‘Step Up’ Day arrangements. We would be grateful for your support in preparing them for the day, discussing with them what it will involve and encouraging them to ask any questions they have about the following year to their new teacher. Please do remind them how excited the teachers are to meet them.

| Year Group | ‘Step Up’ Day - in College (those returning to school) | ‘Step Up’ Day – remote session on Teams (those at home and new pupils) | Parent Transition Presentation and Q&A on Teams |
|--|---|---|--|
| New Reception (Current Nursery) | Tuesday 30 June 1300-1430 | Tuesday 30 June 1600-1645 | Wednesday 1 July 1530-1615 |
| New Year 1 (Current Reception) | Tuesday 30 June 1300-1430 | Tuesday 30 June 1600-1645 | Wednesday 1 July 1600-1645 |
| New Year 2 (Current Year 1) | Wednesday 1 July 1330 - 1500 | Wednesday 1 July 1530 - 1615 | Welcome Evening – Michaelmas Term |
| New Year 3 (Current Year 2) | Wednesday 24 June 1345 - 1515 | Wednesday 24 June 1545 - 1630 | Thursday 25 June 1600-1645 |
| New Year 4 (Current Year 3) | Wednesday 1 July 1345-1515 | Wednesday 1 July 1545 - 1630 | Welcome Evening – Michaelmas Term |

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| New Year 5 (Current Year 4) | Wednesday 24 June 1345 - 1515 | Wednesday 24 June 1630 - 1715 | Welcome Evening – Michaelmas Term |
| New Year 6 (Current Year 5) | Wednesday 1 July 1345 - 1515 | Wednesday 1 July 1630- 1715 | Welcome Evening – Michaelmas Term |

Yours Sincerely



Miss L. Whitwood
Head of Junior School