

Maiden Beech Academy

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Headteacher: Carl Winch BA (Hons) PGCE NPQH



9 June 2021

«Parental_addressee»

«AddressBlock»

Dear «Parental_Salutation»

IMPORTANT: Transition Arrangements for September 2021 – Year 5 Intake

I hope you and your family are well and keeping safe. I am writing to you as a parent of a future Maiden Beech pupil to welcome you to our school and to inform you of more details with regards to the transition process. We are very much looking forward to meeting you and «Forename» in the future.

Firstly, let me thank you for choosing Maiden Beech Academy (MBA), we are very much looking forward to working with you over the next couple of years. Next, as the prospect of changing schools in September may seem a big step for many children, I want to reassure you that it will be an adventure and a positive experience.

The process of transfer is very carefully managed to ensure happiness and confidence in our new intake. The transition programme this year is overseen by Simon Collett, a member of the leadership team and assisted by Kate Stubbins, our Pastoral Coordinator.

What has happened so far?

Mr Collett and Mrs Stubbins have already met with «Forename» virtually via Microsoft Teams, shared a video about life at Maiden Beech Academy, and conducted a question and answer session with the children.

With the tentative removal of COVID-19 precautions, a number of Year 4 children have already been able to visit the Maiden Beech site and familiarise themselves with the school; it has been lovely to meet with them in person!

Over the next couple of weeks, key members of staff from MBA are visiting each of our partner first schools to see the children in their current context and to introduce themselves:

Visit 1: Mrs Wood, Deputy Headteacher, and Mrs Lewis, Key Stage 2 English Leader, will visit each school to lead an English and maths session; the children have been given their English and maths exercise books to use for the rest of this term, which will transfer with them in September.

Visit 2: Mr Collett, Mrs Kennett, our Key Stage 2 specialist SEND teacher, and Mrs Stubbins will visit each school to work with first school colleagues and find out more about our new intake.

Parents Transition Information Meetings via Microsoft TEAMS

Usually we meet parents in early June to share and explain the transition process from first to middle school. However, despite the easing of lockdown restrictions, we have decided to conduct this event virtually this year.

As an alternative, we have set up two TEAMS meetings (details below) to share our presentation and provide parents with key information about transition. These meetings will be led by Carl Winch, Headteacher, who may be joined by other members of the school leadership team and Kate Stubbins.

During this session, parents will find out more about how the school runs and will be able to ask any outstanding questions.

Whilst this evening is aimed primarily at parents, «Forename» may benefit from seeing the presentation as well. A copy of the presentation will be uploaded to the Academy website in due course.

We have scheduled meetings for each of our feeder schools. This will reduce the number of people online and allow for better connectivity.

However, if you are unable to participate in the meeting scheduled for your child's current school, please feel free to join the alternative session using the link below.

How do I access a Microsoft TEAMS meeting?

A copy of this letter is available on the Maiden Beech Academy website, which contains the hyperlinks to each of the online sessions; simply click on these links and follow the on-screen instructions.

Wednesday 23 June: 7.00 – 8.00 pm – ASHLANDS, MISTERTON, MERRIOT FIRST SCHOOLS

Join TEAMS meeting

https://urlsand.esvalabs.com/?u=https%3A%2F%2Fteams.microsoft.com%2F%2Fmeetup-join%2F19%253ameeting_MTIzOGU3ZWQtYzQxYy00OGVmLWE5YjgtOTdiMTA2NDQ1Yzdl%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522b524f606-f77a-4aa2-8da2-fe70343b0cce%2522%252c%2522Oid%2522%253a%2522cd30137c-9056-4a7e-9b1b-fa681e17d87b%2522%257d&e=010c46b9&h=abd2ae39&f=y&p=n

Monday 28 June: 7.00 – 8.00 pm – ST BARTS, HASELBURY FIRST SCHOOLS PLUS OTHER SCHOOLS

Join TEAMS Meeting

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGE5NjU0ZjEtYjdjOS00ZjNlLWJkMDUtZmM2ZjM0YTliYzgw%40thread.v2/0?context=%7b%22Tid%22%3a%22fce62890-d441-4099-9534-d3a421d65ff3%22%2c%22Oid%22%3a%22d52448e5-19af-4306-a220-438465ebdefb%22%7d

Initial visits to MBA

We have arranged for all the Year 4 children to visit Maiden Beech ahead of the July transition days (details below). The children should bring a packed lunch, which they can eat as a picnic on the school field. During their visit, children will:

- Attend a face-to-face assembly with the headteacher, Mr Winch
- Complete some online tests (these provide us with some useful baseline data in addition to the information provided by first school colleagues.)
- Have a tour of the school site
- Spend some time with Year 7 children, who will act as 'buddies.'

The visits are scheduled for the following days and the children will be with us from 9.30 am to 1.00 pm accompanied by staff from their first school.

Monday 21 June: St Bart's

Tuesday 22 June: Haselbury and Merriott

Wednesday 23 June: Ashlands and Misterton

Year 4 Transition Days: Wednesday 7 and Thursday 8 July

We are pleased to inform you that the traditional transition days will take place as planned this year. All Year 4 children will spend a full day with us where they will have the opportunity to meet a number of staff and participate in various activities.

Further information about the days and the planned programme will be shared at the virtual parents' meetings (see above).

'Meet the Form Tutor' Evening: Thursday 8 July (4.00 -7.00 pm)

Usually parents have the opportunity to meet face-to-face with their child's tutor following the two transition days; however, we have decided this year to conduct these meetings online via the online parents evening software *School Cloud*. All parents will be offered a 5-minute appointment to meet and greet with their son or daughter's tutor and put a name to a face.

Further information on how to use this website based software will be sent in due course.

Liaison with our partner first schools

We are currently liaising with staff at your child's first school and a number of meetings have or are due to take place. Emily Milsom, SENCo, is liaising with first school colleagues to discuss the individual needs of children. This will enable us to put a support package in place for when they join us in September.

Enclosed information – action needed

'Moving on to Middle School' Parents' Form: Please complete the following form with regards to information about «Forename» that you would like to pass on to us. You know your child best; therefore, we welcome the opportunity to hear any relevant information that you can provide as their parent. We suggest completing this activity with your child, so that he or she feels part of the process.

We have included a hard copy of the form for you to use, which can be sent back in the envelope provided.

Data Collection Sheet: A data collection sheet is enclosed for your child; please could you complete the form in full, including any additional information which may be relevant and, again, return it to Maiden Beech as soon as possible, using the envelope provided, as we need to update your details in our records prior to September.

School Inhalers: Please find attached a letter regarding inhalers. Please complete and return in the enclosed SAE if applicable.

School Uniform

We have been in liaison with Jazziez, our uniform provider, who have kindly agreed to visit Maiden Beech on a weekly basis to sell uniform and take orders.

Starting from Thursday 24 June, representatives from the company will be on site **every Thursday from 4.00 to 6.00 pm**. We have completed an appropriate risk assessment for this activity and, weather permitting, this will take place outside on the grass area at the front of the main building. Staff will use appropriate PPE and disposable tape measures will be used to mitigate risk.

This will provide parents with an opportunity to view and order school clothing, as Jazziez will have a range of uniform on show. Alternatively, you can purchase uniform directly from Jazziez online: www.jazziez.co.uk.

School transport

If you have any queries regarding school transport for September, please contact County Transport on 0300 123 2224.

Any questions?

If you have any questions regarding transition and the move to Maiden Beech Academy, please email the school office and an appropriate member of the team will contact you.

To do list!

- Return the following documents to Maiden Beech Academy by **Monday 21 June** using the stamped addressed envelope provided:
 - ◆ Moving on to Maiden Beech Form (yellow / green)
 - ◆ Data Collection Sheet – **important**
 - ◆ School Inhalers Form (if required)

I look forward to meeting with you and your son or daughter very soon. Any questions, please don't hesitate to contact us.

Yours sincerely



Carl Winch
Headteacher