

# Maiden Beech Academy

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Headteacher: Carl Winch BA (Hons) PGCE NPQH



12 June 2020

Parent / Guardian of «Forename» «Surname»  
«Address»

Dear Parents and Carers

## **IMPORTANT: Transition Arrangements for September 2020 – Year 5 Intake**

I hope you and your family are well and keeping safe during these unprecedented times. 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 your son or daughter in the future.

Firstly, let me thank you for choosing Maiden Beech Academy and for the encouraging comments many of you made at our open day last autumn. 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. This is an exciting time for Maiden Beech. We are expanding the number of classes and introducing a new and exciting curriculum for the next academic year, the details of which I plan to share with you in due course.

The process of transfer is very carefully managed to ensure happiness and confidence in our new intake. The transition programme is overseen by Claire Petts our Assistant Head and assisted by Kate Stubbins our Pastoral Coordinator. However, the current COVID-19 pandemic will mean that how we manage the process will be very different this year.

DfE Guidance has made it clear that visits to the Maiden Beech site should not take place at this current time, which means that your son or daughter may not get the chance to physically visit the school before joining us in September.

### **Parents Transition Information Meetings via ZOOM**

Usually we meet parents in early June to share and explain the transition process from first to middle school. This meeting was scheduled for Tuesday 2 June but had to be cancelled because of COVID-19.

As an alternative, we have set up four ZOOM 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.



INVESTOR IN PEOPLE



Whilst this evening is aimed primarily at parents, your son or daughter may benefit from seeing the presentation as well. A copy of the presentation will also be uploaded to the Academy website in due course.

We have scheduled meetings for each of the larger feeder schools and a joint meeting for the smaller schools and for parents who are joining us from a school outside of the area. 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 son or daughter's current school, please feel free to join any session using the link and information below.*

### **How do I access a Zoom meeting?**

A guidance sheet and a copy of this letter is available on the Maiden Beech Academy website, which contains the hyperlinks to each of the online sessions.

#### **Monday 22 June: 7.00 – 8.00 pm – MERRIOTT FIRST SCHOOL**

Join Zoom Meeting

<https://us02web.zoom.us/j/88279255931?pwd=eVWVVDNhdllucXRxd2VYVzRyYzROZz09>

Meeting ID: 882 7925 5931

Password: 6dc9bC

#### **Wednesday 24 June: 7.00 – 8.00 pm – ST. BART'S FIRST SCHOOL**

Join Zoom Meeting

<https://us02web.zoom.us/j/83868134805?pwd=dkFlb2lhWmtFd1NrUnN4YjIhC0hkUT09>

Meeting ID: 838 6813 4805 Password: 9N34Dc

#### **Monday 29 June: 7.00 – 8.00 pm – ASHLANDS FIRST SCHOOL**

Join Zoom Meeting

<https://us02web.zoom.us/j/84976647550?pwd=aTRFNXR0ck1DOThhbDFISjc2UnhHUT09>

Meeting ID: 849 7664 7550

Password: 9HS4cC

#### **Wednesday 1 July: 7.00 – 8.00 pm – HASELBURY PLUCKNETT, MISTERTON, HINTON ST. GEORGE FIRST SCHOOLS PLUS OTHER SCHOOLS**

Join Zoom Meeting

<https://us02web.zoom.us/j/83127550721?pwd=QkhK0St1STVBScTzSkwrckYrcmJYz09>

Meeting ID: 831 2755 0721

Password: 4HNEuQ

### **'Meet the Form Tutor' Evening**

Usually parents have the opportunity to meet face-to-face with their child's tutor. This meeting

was scheduled to take place on Thursday 2 July following the transfer days, which can no longer take place. If the Zoom meetings are successful, we plan to schedule a virtual meeting for each tutor group, led by the tutor, in July. We also hope to hold face-to-face meetings in early September. Hopefully, this will provide an opportunity to meet your child's form tutor where you can discuss how your son or daughter has settled into life at Maiden Beech and ask any remaining questions.

### **Liaison with our partner first schools**

We are currently liaising with staff at your child's current school and a number of online meetings have or are due to take place. Madeleine Preston, 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.

We are also planning pastoral meetings with Year 4 teachers and headteachers to talk about each and every child joining us in September.

**'Moving on to Middle School' Parents Online Form:** Please complete the following online form with regards to information about your child that you would like to pass on to us. You know your son or daughter 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:

**Maiden Beech Online Transition Form:** <https://tinyurl.com/ycn72mux>

We have included a hard copy of the form for you to use, which can be sent back in the envelope provided; however, our preference would be for you to use the online form if possible.

**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 the **Friday 19 June**, representatives from the company will be on site **every Friday from 11.00 am to 3.00 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](http://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 22 June** if possible:
  - ◆ Moving on to Maiden Beech Form (unless completed online)
  - ◆ Data Collection Sheet – **important**
  - ◆ School Inhalers Form (if required)
  - ◆ CHICS Instrumental Lessons Form (if required)

I look forward to meeting with you soon albeit virtually! Any questions, please don't hesitate to contact us.

Yours sincerely



Carl Winch  
Headteacher