

May 2020

**To the Parents of Year 4 Pupils transferring to Henlow Church of England Academy  
in September 2020**

Dear Parents / Carers

I am delighted to extend to you a warm welcome to Henlow Church of England Academy and enclose details here of the transition process for every Year 4 pupil joining us in September 2020. It has long been our practice to arrange for every Year 4 pupil to visit the school at least twice in the Summer Term, prior to their transfer the following September. During these unprecedented and extremely unusual circumstances we find ourselves in, we are having to review the way we welcome you and your child to our school.

The first of our usual visits is for our Working Together session, where Year 4 pupils spend almost a complete day at Henlow Church of England Academy, working in lessons alongside our current pupils and generally experiencing the routines and practices of a normal middle school day.

The second visit is a full day "Step Up Day", which is due to take place on Friday 5<sup>th</sup> July. During this visit, pupils would spend the day in their new class with their Year 5 class teachers, ensuring that they are fully prepared for the big step to middle school in September. Classes will be balanced in terms of gender and ability and will reflect the liaison that has taken place with lower school staff. Pupils would normally meet their new form tutor on Step up Day.

At present, we do not know when years 4 and 5 will return and therefore we are unable to plan for these events. Senior members of our staff also visit each lower school during the summer term to meet every pupil. We are hopeful that we will be able to continue this. As soon as we have any updates from the Government we will be in touch to ensure that your child's transition to Henlow is as smooth as possible,

### **School Uniform**

Uniform can usually be purchased from the Beat School Uniforms Store, Hermitage Road, Hitchin, who deal with all of our school uniform requirements. Currently, it can be ordered online at [www.beatschooluniforms.co.uk](http://www.beatschooluniforms.co.uk). Online orders are delivered FREE to your chosen address normally within 48 hours. If you choose to collect from the store, Beat will endeavour to have your order ready within a couple of hours. Information detailing compulsory uniform is enclosed.

## Documents

Accompanying this letter, you should also receive a number of other sheets:

- **Admission / New Starter Form**

Please follow the link below to complete our Internal Registration Form as soon as possible. **(The email address of Contact 1 is very important. We will send all electronic communications via our communication provider to this address e.g. newsletters, emergency messages.)**

[https://docs.google.com/forms/d/e/1FAIpQLSd4JhtSf9ZX80CB0--rG6GfOfwEAsM2Moy9RVNkTYIRezi19Q/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSd4JhtSf9ZX80CB0--rG6GfOfwEAsM2Moy9RVNkTYIRezi19Q/viewform?usp=sf_link)

- **A detailed New Pupils Starter Information Pack**

This provides more valuable information for parents to assist with the smooth and successful transfer of children to Henlow CE Academy.

- **A letter regarding instrumental lessons.**

- **A letter regarding IXL.**

- **A letter from our School Action Group.**

## Start of Term in September

Finally, the new term for pupils starts on **Monday 7th September 2020** at **8.45am**. Children should arrive from **8.35am** and gather on the Year 5 Playground. I am looking forward to meeting all of the pupils in September as we start our exciting journey through Henlow Academy.

Yours sincerely



**C Earp**  
**Headteacher (Henlow Church of England Academy)**