

# Court Fields School

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Mantle Street  
WELLINGTON  
Somerset  
TA21 8SW



Tel: 01823 664201  
Fax: 01823 660812  
sch.552@educ.somerset.gov.uk  
www.courtfields.net  
<https://twitter.com/CourtFieldsSch>

**Acting Head of School:** Mrs P Matthews

**Executive Head:** Mrs S Watson

Ref: Transition Letter to Parents

21<sup>st</sup> May 2020

Dear Parents/Carers and (Student Name)

I hope that this letter finds you and your family well and keeping safe at this difficult time. Further to our welcome letter and postcard sent to (student name) a few weeks ago, we enclose our Year 6 Transition Pack, as part of our preparation for (student name) joining us as part of our new Year 7 in September.

As a school, we have had to develop our Learning@Home programme, and rapidly adapt our support and ways of working with students and families over the past few weeks. We are currently closed, apart from a care provision for our most vulnerable students and children of keyworkers, who cannot be safely cared for at home. Our staff are providing our Learning@Home programme and daily on-line learning support for our pupils remaining at home, as well as individual pastoral support for those in need of it.

At such a different and challenging time, we appreciate that you, and (Student name), may be feeling anxious about the transition into Year 7 this September. However, we want to reassure you that we are here for you, every step of the way. We are aware that your child will have missed out on some time in Year 6, and this will certainly have had an emotional as well as academic impact.

Please be assured that we will work hard to support this, once your child starts at Court Fields. We do not know at this point, when and how secondary schools will return in September, but our Year 7s will be a priority. We have already been working on our Transition Support both at Court Fields, and with Primary Schools, for some months now. Our staff are already liaising individually with all the Year 6 teachers in our local primaries, so that we have a complete picture of your child's academic and pastoral progress. Our Year 7 Tutors and teachers will be able to identify any gaps, and ensure that your child is supported to make good progress through Year 7.

Obviously, in order to follow the Government's guidelines on social distancing, we have had to adjust our arrangements for supporting this year's transition. However, we are planning to give each child an opportunity to meet their Tutor and key school staff before the end of the Summer Term. This is likely to be a half-day in small groups of 5-6 students, following social distancing guidance, in the week of 29<sup>th</sup> June (when the Transition Days were originally scheduled). We feel this will be vital in allowing your child to make relationships with our staff and feel part of our Court Fields community. We will write to you after the beginning of June with full information regarding our modified Transition Days.

We also would like to outline the range of activities and support in place for you and your child. This will, we hope, provide some reassurance and help put your mind at ease at what is always an anxious time as children move into their new secondary school, but even more so this year.

The arrangements that we are putting in place will include:

- A 'Welcome to Court Fields' presentation, which can be viewed at home.
- Our 'Go Big, Be Awesome' Transition project, which will be shared with families and primaries, as well as other recommended transition support activities.
- Ongoing email and telephone contact with our Transition Team, during May, June and July.
- A dedicated Transition page on our Court Fields School Facebook page (CourtFieldsSchool).
- A designated page on the school website, under the students tab and within Year 6 Transition
- Contact with your child's Year 6 Teacher (and SENCO if appropriate) to ensure an effective handover of all key information.
- Personal contact from our Head of Year 7, Miss Stephenson and Head of Transition Mrs Westwood.
- Adapted Transition Days (to be confirmed in line with Government/Public Health guidance) w/c 29<sup>th</sup> June 2020.
- Welcome to Year 7 Presentation by Mrs Matthews, Mrs Westwood and Miss Stephenson, available for all parents/carers online by the 20<sup>th</sup> June.



- Mentoring support via email from our current Year 7 Transition Leaders and Year 11 Student Leadership Team.
- Any child on the SEN register will be contacted by our SEN Team to arrange additional virtual enhanced transition.
- A Transition Goody Bag, including pencil case and a range of useful resources for your child (and a few other gifts!!).

Initially, Mrs Westwood will contact you the week beginning the 1<sup>st</sup> June, to introduce herself and to provide you with an opportunity to discuss these arrangements in more detail.

If you have any concerns or questions about your child's transition, please let us know by contacting Mrs Westwood and Miss Stephenson via the following dedicated email address: [transition@courtfields.net](mailto:transition@courtfields.net).

#### School Uniform and PE Kit

All uniform is available to purchase from the Taunton Uniforms website [www.tauntonuniforms.co.uk](http://www.tauntonuniforms.co.uk) or, when open, via their shop in East Reach, Taunton Blazers, jumpers and ties are also available from [www.trutexdirect.com](http://www.trutexdirect.com).

**School uniform MUST BE named and we recommend that you use woven name tapes in all school clothing, or a permanent marker pen.**

#### Dictionaries and Calculators

We are recommending to parents/carers that all students entering Year 7 should have their own copies of The Oxford School French Dictionary and English Dictionary. These can also be purchased from Taunton Uniforms, as well as online stores such as Amazon.

The school's Maths Department recommend that all students have the same calculator to go with their pencil case. These will also be on sale for £8.40 and can be purchased via our school online system in the first week of September.

#### Year 6 Information Pack

Your Welcome Pack is enclosed. Please return all forms to us, completed in full, in the enclosed Stamped Addressed Envelope by Tuesday 16<sup>th</sup> June. Please be aware that this information is vital in order for us to plan for Transition and any face to face contact with your child.

At this time, due to Government guidance, we cannot yet say when we will be able to open our school fully, but we will contact you as soon as we have any further information. At this stage we are planning for a return in line with social distancing in September, as well as a number of other eventualities. As I outlined before, please be assured that your child's successful start at Court Fields School is a priority.

**The new term for Year 7 students is currently due to start on Friday 4<sup>th</sup> September, with a staff INSET Day before on the 3<sup>rd</sup> September. However, we will be reviewing this to ensure that our new Year 7 students are supported as much as possible in their transition to our school. This may mean that students are asked to attend on the 3<sup>rd</sup> as well as the 4<sup>th</sup> September. We will give you as much notice as possible regarding this date and will inform you by 1<sup>st</sup> July at the latest.**

As always please do not hesitate to contact the school if you have any other questions/queries via our following dedicated email address: [transition@courtfields.net](mailto:transition@courtfields.net).

If you have any questions for our SENCO or Learning Support Team please contact Mrs Towler-Williams direct via the email [htowler-williams@educ.somerset.gov.uk](mailto:htowler-williams@educ.somerset.gov.uk).

I look forward to meeting you as soon as this is possible. In the meantime our very best wishes go out to you and your family. Please do follow us on social media (twitter: @CourtFieldsSch, Instagram: @CourtFieldsSchool, Facebook: CourtFieldsSchool), as well as familiarising yourself with our school website.

We are looking forward to working with you throughout this next term, as we prepare for the start of your child's journey with us at Court Fields School.

Keep safe and please do let us know if you have any questions, worries, or concerns.

Yours sincerely



Mrs Matthews  
Acting Headteacher



Mrs S Westwood  
Assistant Headteacher  
Head of Transition

*N Stephenson*

Miss Stephenson  
Head of Year 7