



Dear Parent / Carer

### John Spence Community High School - Transition

We hope you are well and looking forward to joining us at John Spence in September. Can I take this opportunity to remind you of the two elements of our last correspondence which were data collection and school uniform. The [data collection pack](#) you received with our last letter should now have been sent back to us at school so we can ensure your details are recorded on our systems ready for September and we are specifically able to make contact with you via text or phone call. The pack can also be accessed via our school website, go to the parent section and access the 'Year 6 Transition' tab. [School uniform](#) can be ordered for September using our supplier at the following website address [www.michaelsehgal.co.uk](http://www.michaelsehgal.co.uk). I would like to remind you that our suppliers are currently providing a free delivery service so please take advantage of this. I'm afraid they aren't currently able to offer their embroidery service in order to personalise the uniform including the PE kit. We therefore strongly recommend you put names in all items of clothing before your child starts with us in September.

The focuses of this communication are our John Spence **handbook**, school **website**, **Year 6 transition workbook** and **form class** information. I have included with this letter a copy of our school **handbook** for parents and pupils. We hope you find this document informative as it includes information about the day to day running of the school as well as what is expected of your child at John Spence. The handbook is also available via our school website, go to the parent section and access the 'Year 6 Transition' tab.

Having already referenced our school **website** we are pleased to inform you that we have created a dedicated 'Year 6 Transition' area within the parent section of the website. So far we have included some general information regarding our transition programme as well as key staff involved in this area of our work. Within the folders that can be accessed in this area we have included copies of the letters you have received to date as well as key documentation comprising of the data collection pack, school handbook and Year 6 transition workbook. We have a plan to add further information as the summer term progresses and will inform you of any developments as they occur.

We have produced a **Year 6 transition workbook** which includes fun and engaging tasks from a range of subjects at John Spence. The workbook is geared towards us finding out more about your child as well as what they are capable of within the different subjects. We have sent copies of the workbook to your child's feeder primary school and have asked them to facilitate completion of the tasks where possible. The workbook can also be accessed via the new 'Year 6 Transition'

Telephone · 0191 296 1432

Preston Road · North Shields · Tyne and Wear · NE29 9PU

jschs.office@ntlp.org.uk · [www.johnspence.org.uk](http://www.johnspence.org.uk)



• F I T F O R L I F E •



  
**John Spence**  
C O M M U N I T Y H I G H S C H O O L

area on our website to be completed in your own time. We would then ask that you either send in the workbook to us at John Spence or leave it with your primary school for us to collect.

I'm sure you and your child are keen to know how we go about organising our Year 7 **form classes**. At this point I would like to stress that pupils aren't taught wholly in form classes and will be in different teaching groups for different subjects. However sometime is spent together in form classes and we recognise the importance of having a familiar face within these groups. Therefore what we would ask is that you either email ([kirsty.wyllie@ntlp.org.uk](mailto:kirsty.wyllie@ntlp.org.uk)) or text (07904241308) regarding the 4 pupils your child would most wish to be in a form class with. Your email or text should include the following information:

- Your child's name (e.g. Ben Smith)
- Feeder primary school (e.g. Spring Gardens Primary)
- Names of the 4 students your child would like to be placed with (e.g. Lucy Smith, Harry Smith, Jake Smith, Kellie Smith)

It is important for us to say that we will endeavour to place your child in a form class with at least 1 of the students who they have identified but this may not be possible in some circumstances. We have received detailed information from feeder primary schools on all of the pupils and therefore we will use this information to ultimately decide the best groupings. If we do not receive any form class information for your child, they will be placed in a form class based on the information we already have. Can we ask you to either email or text the information outlined above by Friday 19<sup>th</sup> June 2020 at which point Mrs Wyllie (Head of Year 7) will begin to finalise the form classes.

If you do have any immediate queries regarding the transition process, please contact your child's Head of Year, Mrs Wyllie who you can contact at any point either by phone or by email at: 0191 2961432 or [Kirsty.wyllie@ntlp.org.uk](mailto:kirsty.wyllie@ntlp.org.uk)

Once again, thank you for choosing John Spence and we all look forward to meeting you soon.

Best Wishes

James Redpath  
Assistant Headteacher

Telephone · 0191 296 1432

Preston Road · North Shields · Tyne and Wear · NE29 9PU  
jschs.office@ntlp.org.uk · [www.johnspence.org.uk](http://www.johnspence.org.uk)



• F I T F O R L I F E •

