

Dear Parent / Carer

John Spence Community High School - Transition

We hope you and your family are well and we are extremely pleased that your child has chosen to join us at John Spence Community High School. Of course we do recognise that moving from a primary setting to a large secondary school can be daunting especially given recent times. I would however like to take this opportunity to outline all of the steps we are taking in the coming weeks to support your child's transition to John Spence.

Transition activity currently underway:

- Gathering information from all primaries regarding how to best support and challenge your child
- Head of Year 7 (Mr Marc Burnip) will shortly be carrying out meetings with Year 6 primary school teachers
- Our SENDCO (Miss Wallis) is working closely with the schools, families and individual students where there are additional needs
- In the coming weeks you will receive an electronic **data collection** google form for you to complete which includes some key school policies as well as forms to complete and send back to us (e.g. key medical information).
- A copy of our '**John Spence Handbook**' has been included with this letter which will provide you and your child with information about the school's expectations, routines, rewards and opportunities. I would like you to take particular note of the information on the **school uniform** and would encourage you to either order through the supplier's website or make an appointment to attend the pop up shop which will be in school on Saturday 21st May from 8.30 - 5.00pm to ensure your child has it for September

Planned activities:

- We are planning on reverting back to the original pre-covid transition program which will involve at least one full day in the school planned for the **4th and 5th of July**.

If you do have any immediate queries regarding the transition process, please contact your child's Head of Year, Mr Burnip or Mrs Blair who you can contact at any point either by phone or by email at: 0191 296 1432, marc.burnip@johnspence.org.uk helen.blair@johnspence.org.uk

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

Best Wishes



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