

* date *

Parent addressee

address

postcode

Dear *parent salutation*

Welcome to All Saints Academy *whole name*!

We are delighted that *first name* will be attending **All Saints Academy** in September 2024! We look forward to welcoming *first name* and working together in partnership to ensure a smooth transition as the next exciting journey begins.

At All Saints Academy we provide students with a chance to build their own personal legacy, whether that is through our curriculum or through our rich extracurricular provision. We ask all our students, staff, and our wider community to be guided by our values of 'Love, Legacy & Bravery': successfully transitioning to secondary school will require lots of each, but we are sure that all of our incoming students will be completely at ease before they know it and joining us in building their All Saints' legacy even further.

We have a comprehensive transition process that ensures that the move between Primary and Secondary school is a supported, personalised and a smooth process that recognises the needs of each individual child. We understand what a big step this is for both parents and students alike, and we would like to work together to support all through this process.

Our pledge to you for transition, here at **All Saints Academy**:

- We will do everything we can to ensure that every Ted Wragg Trust child has the best possible transition between Primary and Secondary schools. We will stay in contact with all Primary schools and provide contact details so communication can be effective.
- We will provide every child with exciting opportunities including:
 - A video on our website introducing and preparing every child to Secondary school life.
 - A chance to participate in an English competition, enter an Art Competition and hopefully join us for some fun PE activities in the Summer term!
 - Opportunities to meet various members of All Saints staff throughout the Transition Process.
 - Dedicated area on the school website for Year 6/7 students.
 - A 'Getting to know your school' booklet.

Mrs Sam Smith (Transition Leader) and Mrs Abi Carlton (Education Support Manger) will be your main points of contact during the next few months. We will be visiting your child's school next term, together with our SENCO, Ms Aimee Lane or Mrs Jo Green (Assistant SENCO) to begin gathering information with Year 6 teachers and to plan any enhanced transition arrangements.

We will be holding our New Intake Parents' Evening on **Tuesday 2nd July 2024** from **4.30pm to 6.30pm** and we look forward to meeting you then. We will be writing to you nearer the time regarding this evening with additional information about the school, but please put the date in your diary now, as the evening will give you an opportunity to meet key members of All Saints staff who will support your child through the transition process and beyond

All Saints staff will then be making a second visit to your child's school to meet our Year 6 pupils in the Summer term. This will give students the opportunity to answer any questions and ease any concerns that they may have. During this visit they will also talk to the students about the two-day transition package which will be held on **Wednesday 3rd & Thursday 4th July 2024**.

We are delighted that the Transition Days for Year 6 have been extended this year to **two days**. This gives an opportunity for Year 6 students to meet their tutor and other students joining us. They will follow a timetable for the two days, to get a taste of what being a student at All Saints will be like and will help settle students into secondary school life.

The school website contains a dedicated space for Year 6/7 Transition called the '[YEAR 7 Space](#)'. This will include key timelines and details of forthcoming events, please click on the link above to access new information, which is being regularly updated. We also have All Saints Facebook & Twitter pages which contains timely information about the whole school, please search '**All Saints Plymouth**' to find these.

Please remember to put the following dates in your diary:

- **June - date tbc** Art Exhibition – full details to follow
- **Tuesday 2nd July, 4.30–6.30pm** Welcome Evening for all Year 6 Parents & students
- **Wednesday 3rd & Thursday 4th July** Transition Days for Year 6 students

In the meantime, if you have any further questions at this stage, please do not hesitate to contact Mrs Brewer via reception, by phone on **01752 705131**, or by email to transitions@asap.org.uk

Please do use the email address transitions@asap.org.uk to let us know if any details in this letter are incorrect, including your name/title and postal address.

We are very keen to do everything we can to support you and your child during the transition to All Saints Academy and we look forward to meeting you and ***first name*** in person as they start their All Saints journey.

Yours sincerely

Scott Simpson-Horne
Headteacher

Mrs Sam Smith
Transition Lead