



## Abbeyfield School

### Stanley Lane, Chippenham, SN15 3XB

4th May 2023

Dear Students and Parents / Carers

Thank you to those who have already completed the transition form, if you have not yet completed it, please can I urge you to complete as soon as possible, by clicking on the link below. The information I have received so far is most helpful and will help me organise both tutor and teaching groups. I will be answering the questions raised in a later letter.

We know that moving from primary to secondary school is a big step, practically and emotionally, and will therefore support you and your family during this transition period. Following on from this letter you will be receiving further information from us over the coming weeks.

Below we have outlined how we intend to operate over the next couple of months. If you feel unsure of anything or need extra support, please email Ms Jones [sej@abbeyfield.wilts.sch.uk](mailto:sej@abbeyfield.wilts.sch.uk) and she will reply to you.

Luckily, we have a wealth of experience within transition, and we intend to follow the transition timeline outlined below. Please put these dates into your diaries and we will inform you of further details in later communications.

#### PARENTS

Date	Notes
Term 5	Year 6 teachers are completing the usual transfer form on each child transferring to Abbeyfield. This includes the most recent teacher assessments in Maths, Reading and SPaG along with a profile of learning behaviours.
May / June	Ms Jones will be contacting all the Year 6 teachers. They will discuss the transfer form mentioned below and also SEN, vulnerabilities etc, which we will need to be aware of. A Year 6 student information booklet will also be issued to you at the Turnaround Evening on the 11 <sup>th</sup> of July 2023. We will visit you at your primary school and you will have the chance to ask questions.
Early July	We will inform you of your Tutor Group and your House. Remember the information your child provides us on the linked document will help.
Ongoing for Year 6 <b>parents</b>	Parents/carers are encouraged to contact Ms Jones about any concerns they may have to help with the transition process. We will continue to communicate with you any further information as and when required, but please also check the Abbeyfield School website regularly for updates and follow us on Twitter @AbbeyfieldEDU & Facebook & Instagram
<b>STUDENTS</b>	
Ongoing for Year 6 <b>students</b>	Students can also email Ms Jones any questions or concerns they may have. Students – please click on this <a href="#">Link</a> and complete the information as this will help us when we are arranging tutor groups. If you have any difficulties let us know and we can get a form out to you. This is really important, as we want to support you moving from primary to secondary school.

**Headteacher:** Mr Nicholas Norgrove BSc (Hons)

**Telephone:** 01249 464500

**Email:** [contact@abbeyfield.wilts.sch.uk](mailto:contact@abbeyfield.wilts.sch.uk)

**Website:** [www.abbeyfield.wilts.sch.uk](http://www.abbeyfield.wilts.sch.uk)



@AbbeyfieldEDU



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Tuesday 11 <sup>th</sup> July	Parents Transition Evening – this is a chance to talk to staff and meet with your child's tutor
Wednesday 12 <sup>th</sup> July	Turnaround Day – this is a chance for students to become more familiar with Abbeyfield and a secondary school day
Monday 14 <sup>th</sup> – Friday 18 <sup>th</sup> August	Summer School for the class of 2023 joining Abbeyfield, this is a fantastic chance to engage in secondary school life with other students; this is also a chance to get to know the school campus. Further details to follow
Monday 4 <sup>th</sup> September	Year 7 students first day of school
14 <sup>th</sup> or 15 <sup>th</sup> September	Team Building. To allow students the opportunity to work with peers in their tutor group we are planning an event on either the 14 <sup>th</sup> or 15 <sup>th</sup> September. This will be off site and a great team building opportunity.

**Uniform:**

We will advise you in later communication on dates for uniform fitting and purchasing from Scholars

**Transport:**

For those parents who need additional information on school transport please contact:

[transport@abbeyfield.wilts.sch.uk](mailto:transport@abbeyfield.wilts.sch.uk)

We hope you have found this letter useful. We cannot stress enough the importance of communicating with us. If you are feeling unsure or anxious in any way regarding the Year 6-7 transition process, we shall do our very best to support each family as best we can.

Yours faithfully

*Nick Norgrove*

Nick Norgrove  
Headteacher



*Sarah Jones*

Sarah Jones  
Head of Year 7 & Transition,  
Teacher of DT

[SEJ@abbeyfield.wilts.sch.uk](mailto:SEJ@abbeyfield.wilts.sch.uk)

