



June 2021

Dear Parent/ Carer

### Transfer to Hexham Middle School – September 2021

We are delighted that you have accepted a place for your child at Hexham Middle School. Our comprehensive approach to transition is well underway and I want to reassure you and your child that we will make the transfer to middle school as smooth as possible. All of the staff are looking forward to meeting you and your child soon. We are busy preparing for the move to our new school and we are so excited for you all to see it. We understand that your child may be starting to feel a little nervous about the move and we want you to know that we are here to answer any questions and to help you in any way we can over the next few months.

You can contact the school by phone or email at any time. We have also set up a dedicated email address for new pupils and parents: [transition@hexhammiddle.org.uk](mailto:transition@hexhammiddle.org.uk)

#### Transition Information

Our dedicated [transition page](#) is available on our school website. This will be the main source of up-to-date information including all letters sent home. The first letter (alongside this one) is a 'Welcome to Year 5' letter. This has been written directly to your child to welcome them to our school and it would be brilliant if they send us a reply - all of the details are in their letter and we look forward to reading the letters which will be used as part of the transition process when we return in September. The website page is also updated with the latest guidance on ordering school uniform and completing the online admissions forms (*circulated earlier this month*).

#### Transfer Events

We outlined the intended Plan A and Plan B approaches to transfer events in our 'Welcome Letter'. As announced on 14 June, the national COVID-19 restrictions have been extended for four weeks meaning that school bubbles cannot mix. We have now concluded (across the Partnership) that hosting our usual transfer events will sadly not be possible. This means that our planned Rounders Afternoon and Transfer Day will **not** take place.

Whilst we are disappointed not to host our usual events, we are committed to ensuring that you and your child feel well prepared for the start to middle school. The current restrictions on social contact mean that even our proposed plan B has been almost impossible. We will instead be holding '**Virtual Transfer Evenings**' where you and your child will be able to join a Zoom call to meet senior staff, learn more about our new

school and meet the year 5 team. There will also be an opportunity to ask any questions you have about September and beyond. The session will take place on Zoom at 6.00pm on Tuesday 6 July.

A summary of our approach is below:

- Virtual Transfer Evenings – Tuesday 6 July – please complete the [online booking form](#)
- Welcome Letters – the children can reply to our welcome letter to tell us ‘all about them’
- [Video Tour and ‘Our New School’ video](#) – uploaded to our website to enjoy at home
- An opportunity to ask us any questions you and your child may have via our online form
- [Meet our staff](#) – online profiles to read, as well as introductions at our virtual evenings

In September, the first day back for year 5 (when they will be the only year group at HMS) will be a ‘transfer day’ and will involve a thorough introduction to life at Hexham Middle. For all other year groups, we will ensure that we have more pastoral time to tour the site and settle into our new surroundings over the first few days of term.

### **Getting to know school staff**

We know that one of the main questions your child will be asking is: who will my new teacher be? You will be sent this information via email on Tuesday 6 July. The children will also get to meet Mr Stephenson (Head of Key Stage 2) throughout the transfer process. He will be visiting your child’s first school this term and liaising with class teachers. Our website and social media pages ([Facebook](#) and [Twitter](#)) are updated regularly with new information for parents and pupils. To keep up-to-date, please ‘like’ the Facebook page and follow us on Twitter (links above). Staff profiles and video updates can be found on our [website](#).

### **Getting to know the children**

Our transition process begins early in the year when we start to meet with first schools and primaries to find out more about the children joining us. We have already collected lots of information on your child so that we can plan ahead for the new year, ensuring they have a seamless academic and pastoral transition. The Pastoral Team along with Mr Barry (SENDCo) and Mrs Adams (Assistant SENDCo) have arranged further meetings with colleagues in feeder schools as we plan ahead for September. We will be offering additional school visits to any pupil who may be more anxious about the change ahead.

We look forward to meeting you and your child soon and hope that the information provided will start to help you in your preparation for the transition. Once we have moved to our new site, we will update you on opportunities to visit us. For now, please don’t hesitate to contact us at any time with any questions using the email address provided earlier or by calling the office – we are always here to help. We hope that you, your child and others at home are looking forward to your child’s move to middle school.

Yours faithfully

Mr Watters

**Head of School**