2 June 2020

Dear Parent / Carer

We would like to welcome you and your daughter to Walthamstow School for Girls. There continues to be much uncertainty about the return to full time education and the impact this will have on the students at this important time of transition to secondary school. We want to reassure you of the work that is taking place behind the scenes to prepare for your daughter’s transition to WSFG and to share with you how excited we are to have them join our school community.

**Sharing Information.**

We have strong partnerships with our feeder primary schools and following half term we will be having transition conversations with Year 6 staff from each of these schools. This is essential in gathering information about the students and in ensuring their transition to secondary school is successful. Our SENCOs, Ms. Hallas and Ms. Fearon and the Student Progress Leader for Year 7, Ms. Jean-Baptiste will be having these important conversations.

**Transition Activities.**

We understand that moving from primary to secondary school can be both an exciting and anxious time for families. During these times we are not able to put our usual transition activities in place, but we have been arranging the following new ways of supporting the process:-

* In place of a face to face mini interview, each family will receive a transition phone call from a senior member of staff during which we will be gathering further information to assist with the transition process.
* This phone call will be during the week of 15th - 19th June 2020.
* In light of this contact, please follow the instructions at the top of this letter in regard to confirming your correct contact details with the school.
* We will be making use of our school website which has a Year 6 Transition page (under the ‘Study with us’ tab) that we will update weekly with information relevant and useful for Year 6 families and students. Please keep checking this website page as we will be posting information such as uniform guidelines and purchasing information, plus transition messages from staff.
* Usually we hold a Year 6 Parent Evening in June to provide new families with an opportunity to hear extra information, ask questions and to meet key members of staff including the Leadership Team. In light of the current circumstances, we will be posting a virtual version of this event on the school website and you will be sent further information about this over the coming weeks.
* The current national situation makes it hard for us to implement the comprehensive transition programme that we have offered in previous years. We are looking at ways in which we can possibly offer some face-to-face activities in school at the end of the summer term, as we recognise how important it is for Year 6 to visit their new school and meet key staff.
* We will be writing to you again in June to confirm whether such activities can take place, dependent on direction from the Government.
* Along with this e-mail, we will also be sending an e-mail specifically to your daughter which we would like her to read. It contains links to a school “fly-through” film along with a link to the transition booklet called “Moving on Up” which we will be asking her to complete in readiness to bring with her in September.

**IMPORTANT INFORMATION**

**Each family is REQUIRED to fill in the information requested in a data collection document.**

The link to the document is [here](https://forms.office.com/Pages/ResponsePage.aspx?id=B_HLllWrskmw7Ov9Af8xPGYsFLJm-k5ElubeBiVGjblURTBOVDROOUQ4OU9USzVDTEdQWFY5S1A0Ti4u). Please follow all instructions which will tell you how to return the information.

If you are unable to use the link above, the document is also attached to this e-mail which you can access, fill in and return to the Transition Team, via the e-mail address [info@wsfg.waltham.sch.uk](about:blank)

If you are unable to complete the document using either of the above methods, please send an   
e-mail for the attention of the Transition Team at [info@wsfg.waltham.sch.uk](about:blank) A member of the team will make contact with you to support you in the process of the filling of this document.

Once again, I would like to reiterate how excited we are to have your daughter join us in September 2020 and we look forward to meeting with both you and them in person.

Your faithfully

Ms Kristine Pratt, Assistant Headteacher

and

Ms T Jean-Baptiste, Student Progress Leader Year 7