30th June 2021

(Parent name, child name / address / telephone number / email.)

**Please check these details carefully** and if any of them are incorrect please email [info@wsfg.waltham.sch.uk](mailto:info@wsfg.waltham.sch.uk) with the correct details.  Please put **Transition Team** as the subject heading.

If you need help understanding this email, please email [info@wsfg.waltham.sch.uk](mailto:info@wsfg.waltham.sch.uk) or call us on 02085099446

**Dear Parents and Carers**

We would like to welcome you and your daughter to Walthamstow School for Girls.  We hope she is excited about joining us – we are certainly looking forward to getting to know her and supporting her to flourish in our wonderful school.

We wish to share with you the plans that are underway to prepare for your daughter’s smooth transition to secondary school.  This email outlines those plans and also explains some of the things you need to do.

**Sharing Information**

We have strong partnerships with our feeder primary schools and have already had many transition conversations with Year 6 staff from each of our feeder primary schools. This is essential in gathering information about our new students and in ensuring their transition is successful. Our SENCOs, Ms. Hallas and Ms. Fearon, have been holding these important conversations.

**Important Information**

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

The link to the document is [here](https://forms.office.com/Pages/ResponsePage.aspx?id=B_HLllWrskmw7Ov9Af8xPGYsFLJm-k5ElubeBiVGjblUNVRWUFM5WFdXWjZSSFdMS0U5NVpTSklTNC4u). Please complete all sections and press submit at the end to return it to us.  **Please complete this form by Wednesday 7th July**.

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

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

**Transition Activities**

We understand that moving from primary to secondary school can be both an exciting and anxious time for families.  We had hoped that our usual transition day, planned for 7th July, would be able to happen, but were aware the Delta variant may slow down easing, and that face-to-face events on site may not be allowed.  We received confirmation last week that it cannot go ahead.  Although this is disappointing, we have pleasure in outlining our additional plans below, which will all support the transition process.

**For Families**

* **Website**:  We will be making use of our school website which has a Year 6 Transition page (under the ‘Study with us’ tab) which we will update regularly with information relevant and useful for Year 6 families and students. Please keep checking this website page as we will be posting relevant information such as uniform guidelines and purchasing information and transition messages from staff.
* **Virtual Meeting**:  Usually we hold a Year 6 Parent and Carer Evening 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.
* We would like to share a short film which walks you through our school.  This can be seen here:

<https://youtu.be/WH7FHVBHylg>

* In place of a face-to-face interview here in school, 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 and offering you an opportunity to ask any questions you may have.  These phone calls will take place over the next few weeks.

**For students**

* We will be sending an email 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.

Please do not hesitate to email us at [info@wsfg.waltham.sch.uk](mailto:info@wsfg.waltham.sch.uk) if you would like us to print out a booklet for your daughter.

* Our current Y7 are reflecting on their first year as secondary school and are writing postcards to your daughters – our new Y7.  Their messages are welcoming and reassuring.

**Start of Term in September**

Our term starts on Thursday 2nd September.  Your daughter will need to arrive at 08.25 for entry to school at 08.30.  She will spend the morning with her form group and form tutor.  Students will be dismissed at 12.30.  There will be no lunch available.

Your daughter will spend her first full day with us on Friday 3rd September.  She will need to arrive at 08.40 for entry at 08.45.  Students will be dismissed at 15.30.  There will be a mid-morning break and lunch.

*Please note:  we may need to adjust these timings in response to government guidance, but will ensure you are fully informed if we need to do so.*

We are planning an exciting array of induction activities for Thursday and Friday which will include team building games; exploring the school; lessons on friendships, safety and transition worries; and other opportunities to help students feel confident in their new school and with new people.

All students in all years will start their full timetable of lessons on Monday 6th September.

**Uniform**

Full details on our uniform are attached to this letter.  If you are concerned about the costs of this and are currently receiving Free School Meals or your child attracts Pupil Premium funding, please email us at [info@wsfg.waltham.sch.uk](mailto:info@wsfg.waltham.sch.uk) with proof and we may be able to make a contribution towards the costs.

The compulsory uniform consists of:

* Dark, bottle green pleated knee length skirt or trousers in the acceptable school styles OR
* Dark, bottle green religious dress in plain, cotton fabric.
* Strictly no jeans style trousers, tight trousers or leggings are permitted.
* Plain white blouse with shirt collar to be worn by all. Shirts can be long sleeved or short sleeved.
* Plain white vest top can be worn under the school shirt if necessary.
* Dark, bottle green sweater, cardigan or sweatshirt without any logo.  **No other colours of sweater or cardigan are permitted.**
* Plain black, white or bottle green knee socks, ankle socks or tights are to be worn at all times. **Over the knee socks are not permitted.**
* Plain black low-heeled sensible shoes or boots. **Trainers and higher heels are not permitted**.  Footwear must have black laces and not have pattern, colour or large branded logos.
* **Hoodies, denim, leather or faux leather jackets are not permitted to be worn to or from school, or in school.**
* Plain, **BLACK**coat or jacket that is suitably waterproof. This is compulsory for **all** students.
* Hijabs must be plain white or dark bottle green with**no fringe**and must be worn pinned securely.
* School blazer with WSFG logo (see above) is compulsory for all years.
* For PE - standard WSfG top and shorts/tracksuit bottoms.

Further details can be found on this link to our website:

<https://www.wsfg.waltham.sch.uk/page/?title=Compulsory+Uniform+List&pid=2201>

The uniform may be purchased from the following suppliers:

Speed Stitch Ltd, Unit 32, Walthamstow Business Centre, Clifford Rd, London E17 4SX Tel 02085314800

Fashion Fair, 186 High St, London E17 7JH Tel 02085037048

Victoria 2, 246 Hoe St, London E17 3AX Tel 02085202176

**iPad for Learning**

We emailed families last week regarding our iPad for Learning initiative.  The iPad, from the supplier, is an essential piece of school equipment.  Our current Y7 and Y8 all have an iPad for their personal use, and they are used in lessons to enhance the learning and promote curiosity and progress.  The school makes a contribution towards these costs to all families entitled to Free School Meals or the Pupil Premium funding and this payment will be added when your child is officially on roll.

The iPad needs to be purchased from the named supplier and the specification has been carefully chosen to offer value for money whilst also ensuring it is capable of operating the applications we have selected for learning.  It will be delivered to us so we may instal the appropriate safety features and applications.

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

Warm regards



Ms Jane Snowsill

Deputy Headteacher KS3

**Attachments:**

* Data Collection Form
* Uniform Lists