



believe & achieve

May 2021

Dear Parent/Carer of (INSERT NAME)

Year 6 to Year 7 Transition

Firstly, I hope that this letter finds you and your family safe and well during these unprecedented times.

I am writing to introduce myself and reassure you that we are working hard to ensure that your child has a smooth transition to Poltair School. My name is Lee Adams and I have recently been appointed as the Head of Year 7/Transition Lead at Poltair. I have been at the school for 10 years and have seen the school grow from strength to strength, this year I am excited to be a part of your child's journey into secondary education.

We are currently arranging a combination of face to face and online meetings with every primary school teacher that has a student in their class coming to us in September. These meetings will help us ensure that we know your child as well as we can academically, socially and emotionally when they become a member of the Poltair community.

To support the transition process there will be two induction days, Thursday 8th July 2021 and Friday 9th July 2021.

During these days, students will have the opportunity to ask questions, meet new friends and take part in some exciting timetabled lessons.

In addition, on Thursday 8th July 2021 from 19:00 – 20:00, we will be holding a transition evening which we would like all parents/carers to attend. During this evening you will meet key members of staff and receive information regarding uniform, equipment, school dates and times, homework and information about the School Admission process.

It is important that we all engage in your child's transition as much as, and as early as possible. Therefore, please could I ask for your support in this by engaging in conversation about their move to Poltair School – try to think about the move positively by asking questions such as:

- What are you looking forward to?
- What are you most excited about?

You may want to get your son/daughter to write a letter to me telling me what they are looking forward to at Poltair School, if so I would be delighted to receive these via email transition@poltair.cornwall.sch.uk

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In the meantime, I suggest that as a family you take a look at the following:

- Poltair website <https://www.poltairschool.co.uk>
- Facebook page <https://www.facebook.com/Poltairschool/>

This will be a great opportunity to research the range of activities your child will be able to access when they join us.

It is also very important that we hear from you and your child, prior to September, therefore we have created two surveys, one for the parent/carer, one for the child. This offers you both the opportunity to relay key information which may support their transition process.

- Parent/Carer Transition Survey – [LINK](#)
- Student Transition Survey – [LINK](#)

Finally, I am pleased to inform you that Poltair School will be running a Summer Transition Programme focusing on supporting children on their journey into year 7, the programme will be a blend of fun topics and enrichment activities. We encourage all students to attend to enable them to feel comfortable and confident when joining us at the start of the year. More details and registration will be available at the Transition Evening on July 8th.

In the meantime, if you have any concerns or questions please do not hesitate to contact one of the transition team by emailing transition@poltair.cornwall.sch.uk

Kind regards

L. Adams

Lee Adams
Head of Year 7
Transition Lead