



Dear Parents/Carers

Re: Transition to new Class

We know that a child's transition to their new class is an important and exciting time for them, but we also acknowledge that in the current climate this may also be a daunting prospect for some of our children and families. Due to the Covid 19 pandemic and restrictions we had to alter our transition processes, however we would like to reassure you that transition remains a priority and all staff are working hard to ensure that all students are effectively and successfully supported through this process.

As part of our transition processes we will be

- Asking families to complete an **Individual Pupil Transition Questionnaire** so we know how we can best prepare for and support a meaningful and smooth transition for your child.
- Asking families to complete our **Annual permission and Consent forms** (***Please return to school as soon as possible***).
- Contacting individual families to further discuss transition information and ensure that any queries may be addressed as required.
- Sharing learning activities that will help your child prepare for transition their new class but also further support with home schooling opportunities.
- Running Parent Information Events in September (subject to changes to National Guidance).

Enclosed with this letter is a copy of our:

- **Pupil Data Collection Sheet**
- **Annual permissions form**
- **Educational Visits Consent Form**
- **Mayfield School Medicine Administering Form**
- **GDPR Photo Consent Form**
- **Privacy Notice for Parents/Carers**

In the meantime, you and your child may access all of the above forms on our school website (<http://www.mayfield.bham.sch.uk/parents/transition/>) along with the following transition related information:

- Welcome PowerPoint Presentation with key school information from our Head Teacher- Mr Simon Harris.
- PowerPoint Presentations with photographs of key areas of Mayfield School (please refer to the Heathfield Road or Wheeler Street PowerPoint Presentation as relevant).
- Self-Introductory Information from your child's teacher.
- Recommended transition activities from your child's teacher to support with developing your child's understanding and knowledge of transition.

We acknowledge that children learn best when they feel secure, safe and happy so we will ensure that once your child returns to school, they feel warmly welcomed by their new class team. Your child's new class teacher will be contacting you in the following couple of weeks, however in the meantime should you have any transition related queries please don't hesitate to contact our Transition team directly on transition@mayfield.bham.sch.uk.

We look forward to welcoming you and your child back in school in September. Thank you for your continued support.

Yours faithfully

Theodora Papaspyrou

Assistant Head Teacher

Mayfield School