



May 2020

Dear Parent/Carers,

We are very much looking forward to welcoming your child to Prince Henry's Grammar School. Clearly, the transition process will be a little different this year, owing to the current circumstances, but we can promise you that as with all years we will ensure that it is as detailed as possible to ensure that all students and parents feel supported in this process.

Staff from the school are beginning the transition process by communicating with staff in their present school in the Summer term.

We are also looking to confirm the arrangements for the transition days which are scheduled for **Wednesday 8th to Friday 10th July 2020**. As with everything at this moment in time, these are provisional dates and as soon as we are able to provide more clear guidance we will do so.

In the past, we have required all our new Year 7 students to attend all the days to assist them with their transition to secondary school. The days are designed to help students familiarise themselves in their new surroundings and to alleviate any anxieties they may have around the transfer.

In this pack is information regarding the transition process and guidance for parents as to what we would like you to do. There are also key dates (although some may be subject to change), information about school rules including uniform and other essential information plus a simple checklist to assist you in your child's transition to Prince Henry's.

Unfortunately, we will not be able to offer the face-to-face Family Interviews this year. Instead, we are asking parents to complete a short online questionnaire that covers the same questions we ask during these interviews. We will then endeavour to contact parents at some point during the summer term if there are things we need to discuss further.

There is a link to the questionnaire at www.princehenrys.co.uk **PARENTS AND CARERS > YEAR 6 INDUCTION FOR SEPTEMBER 2020**. This questionnaire will be a chance for you and your child to highlight to staff who will be working with them any areas that are concerning you around transition.

Should there be any issues then please contact the Key Stage 3 Office at Prince Henry's for assistance (transition@princehenrys.co.uk).

There is also a New Parents' Evening held at Prince Henry's on the evening of **Thursday July 9th 2020 at 7.00pm**. Clearly, this may be subject to change or alteration.

Ms Sheriff - Headteacher - and other senior staff will give a talk about the school and the various procedures and expectations for our new starters. A number of the Year 7 tutor team will be available and will do a short presentation about this essential role. This meeting is for parents only as students will have already been in school during the day.

Please complete the **Induction Form** for your child through the school website as soon as is possible and by Friday 5th June at the very latest. The online form will allow much faster processing of information. Should you require a paper copy, please contact the Prince Henry's

main office. Once these forms are completed, we will proceed to place your child in a tutor group, ready for the Transition Days.

All of this information will also be on the school website, in the dedicated transition section at www.princehenrys.co.uk **PARENTS AND CARERS> YEAR 6 INDUCTION FOR SEPTEMBER 2020.**

I look forward to seeing your child in school, hopefully during the Transition Days on 8th to the 10th July 2020 and welcoming you to the school on the evening of 9th July.

Yours faithfully,

MR DAY
Key Stage 3 Progress Leader
dys@princehenrys.co.uk
transition@princehenrys.co.uk

MRS McQUIRE
Year 7 Manager
mek@princehenrys.co.uk

Year 7 Parent Information

1 Transition Days – Wednesday 8th to Friday 10th July 2020

These instructions may be subject to change

We do require students to attend all the transition days as this allows them to get to know the school more fully. They will sample lessons, be introduced to Prince Henry's expectations, meet their new personal tutors and classmates and have a chance to interact with other students. The aim of the three days is to ease the transition process and to alleviate any concerns. We believe that the more familiar the students are with their new surroundings, the smoother the start of Year 7 will be.

The days will **begin at 8:45am and end at 2:45pm**. Students will be able to travel on the school bus should they wish both to and from school. Metro have advised the bus drivers to expect Year 6 students on those days.

Students will be able to purchase lunch from Henry's canteen on the transition days. The cost will be £3.00 for a main meal, pudding and drink. We would encourage students to bring a snack for break time too.

Students should wear their usual primary school uniform on the Wednesday and Friday. They should wear their primary school PE kit on the Thursday as the morning will consist of a 'sports day'.

2 Induction Form

This form provides the school with important contact details and medical information about your child which will update the information received from your child's primary school and populate our information management system and will be stored securely. This information will also help us ensure that your child has a smooth induction into Prince Henry's. You will need to insert the following login to access the page at www.princehenrys.co.uk

Username - y6@princehenrys.co.uk

Password - phgs2020

When you have completed the Induction Form, please click on the padlock icon next to Y6 Parent, in the top right hand corner of your screen, and log out of the website.

3 Family Questionnaire

As detailed in the first section, parents and students are asked to complete a questionnaire that will take the place of the Family Interviews this year. This information will provide us with the details to ensure that your child is supported throughout their time at Prince Henry's. Should we

need to discuss the information further, then a member of the Key Stage 3 pastoral team will contact you. This can be done through the link on the school website. Should there be any issues please contact the Key Stage 3 Office at Prince Henry's for assistance (transition@princehenrys.co.uk).

4 CATs testing and Transition Portfolio

At Prince Henry's we like to have as comprehensive an understanding of our new students and their abilities as possible. Each year, like many schools, to complement the information we receive from primary schools, we conduct a series of diagnostic tests. These Cognitive Ability Tests (CATs) will be conducted throughout the transition process at Prince Henry's (this may be early in September). These tests require no preparation.

Alongside the CATs, we will also be asking students to complete a Transition Portfolio. We will be sending this on email to parent/carers. It is designed as a showcase for the achievements of individual students and also to act as a guide for teaching staff at Prince Henry's as to the abilities of their new students. All of this information will be used by class teachers from Year 7 onwards to assist in their planning and support of your child. It also contains information to support the child in their Transition to Prince Henry's.

5 Music

There is detailed information about the peripatetic music teaching offered at Prince Henry's in this information pack. It allows students to continue or to start musical or vocal lessons when moving from primary school.

6 Uniform

The information pack provides detailed information about the uniform requirements at Prince Henry's. It also includes information about the school's uniform suppliers.

7 iPad Scheme

The attached letter details the steps necessary to inform school about your intentions in relation to the school iPad scheme.

8 School Term and Holiday Dates - Academic Year 2020/21

Your son/daughter's first day at school is **Tuesday 8th September 2020**. Further information can be found on the school website.

Should you require paper copies of any of this information or are unable to complete any of the forms online please contact: transition@princehenrys.co.uk

Should you have any further queries ahead of the Transition Days, please use the school website and/or contact Mr Day or Mrs McQuire at transition@princehenrys.co.uk or (01943) 463524

CHECKLIST

<u>To be completed</u>	<u>Date</u>	<u>Action to be taken</u>
Complete Admission & Medical Form <i>(including information about induction days)</i>	By Friday 5 th June	www.princehenrys.co.uk Year 6 Induction Form Username - y6@princehenrys.co.uk Password - phgs2020 When you have completed the Induction Form, please click on the padlock icon next to Y6 Parent, in the top right hand corner of your screen, and log out of the website.
Complete Online Family Questionnaire	By Friday 5 th June	www.princehenrys.co.uk HOME> PARENTS AND CARERS> YEAR 6 INDUCTION FOR SEPTEMBER 2020> FAMILY QUESTIONNAIRE
Complete calculator and stationary form	By Friday 10 th July	Return to Prince Henry's via post or at Family Interviews/on Transition Days
Complete iPad forms	By Friday 10 th July	Complete online forms
Arrange for music lessons	By Friday 10 th July	Preliminary information in information pack
Arrange bus transport and bus pass if necessary	At least 6 weeks before start of term	Information is on the school website and can be found at https://www.wymetro.com/schools Or contact Leeds Education Transport on 0113 3481122
Set up online payment accounts		Further information to be sent to parents from the Finance department at PHGS during the school summer holiday