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Executive Headteacher (Thrive Trust): Mr P Cavanagh  
Head of School: Mr C Leng  
Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy, and Mr J Shaw

05<sup>th</sup> June 2023

Dear Parents and Carers of Year 6 pupils,

**Re: Year 6 to 7 Transition to Kelvin Hall School September 2023**

I would like to update you with some key information regarding your child's transition to Kelvin Hall School in September 2023.

We know that this is a big moment in your child's life and that both parents and students may be anxious about the move to secondary school. At Kelvin Hall, we will do everything we can to make sure that your child can make a successful and smooth transition to their new school. Should you have any questions regarding this letter or anything else, please feel free to contact us using the details below:

- Mrs Sullivan, Year 7 Pastoral Year Leader: [sullivans@thrivetrust.uk](mailto:sullivans@thrivetrust.uk)
- School Reception 08:00 - 16:30 Monday to Friday: 01482 342229

**Contact with Primary Schools (June/July 2023)**

Mrs Sullivan has been liaising with our primary schools over the summer term, including visiting schools and overseeing all student transition information. She informs me it has been a pleasure to speak with Year 6 teachers and teaching assistants to learn more about our students. Not only have we gathered information regarding how our Year 6 students learn, but also about their interests at home and at school. Mrs Pratt (our school SENCo) has also been liaising with other key staff in the primary schools.

**'Joining Kelvin Hall School' Information Booklet (June 2023)**

You will find our 'Joining Kelvin Hall School' booklet linked [here](#) for you to browse at your leisure. The booklet contains important information about Kelvin Hall, including information about our school procedures, key staff, maps of the building, school uniform and the structure of our school day for the 2023-2024 academic year. After reading the booklet, if you still have any further questions, please feel free to contact the school. Should you wish to receive a hard copy of the information booklet, please let us know by calling Reception on 01482 342229.

**Uniform information (June 2023)**

In common with most schools in England, we have a school uniform and rules on appearance that we require all students to follow. Please make sure you read and understand the uniform section in the 'Joining Kelvin Hall' booklet. You can find the uniform order form via [this link](#). You will be able to try on the uniform during our Induction Evening on Thursday, 6<sup>th</sup> July 2023 and make your orders then. Please contact the school if you have any questions or concerns about this.

**Focus Group Information (week commencing the 3<sup>rd</sup> July 2023)**

Every day at Kelvin Hall, students have a 30-minute lesson with their Focus Group. This lesson, which contains elements of RSE, Reading, Numeracy and other relevant matters such as National News, is with the same teacher every day. Using the information we have gathered, we are currently putting together the Year 7 Focus Groups and we will write to you again informing you of your child's Focus Group number and teacher in the week commencing



3<sup>rd</sup> July. At the beginning of October 2023, we will be holding a Year 7 Focus Group Evening where you will be able to meet your child's Focus Group teacher and discuss how your child has settled into school.

### **Year 6 Induction Evening (Wednesday, 5<sup>th</sup> July 2023)**

On Wednesday, 5<sup>th</sup> July 2023, Kelvin Hall School will be hosting an Induction Evening open to all Year 6 pupils and their families. This will be an amazing opportunity for everyone to familiarise themselves with the building and members of staff, who will be there to answer any questions and queries you might have. This event will also enable you to have a look at our uniform, as well as try it on, and order your own, ready for September. Please note that more information on the Induction Evening will be sent in the next couple of weeks.

### **Transition Week (week commencing 10<sup>th</sup> July 2023)**

During the week beginning 10<sup>th</sup> July 2023, Year 6 students will attend Kelvin Hall for the full week. The activities have been prepared to ensure that your child's transition to Kelvin Hall School in September is as smooth and as straightforward as possible and to give them a taste of what lessons will be like at Kelvin Hall. During this week, there will be a variety of assemblies, classroom lessons, team-building activities, and baseline tests. More information on this week will follow in the next few weeks.

### **Website**

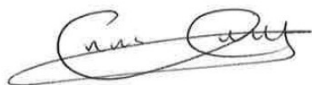
On our school website [www.kelvinhall.net](http://www.kelvinhall.net), there is a section for parents to view called '[Year 6 Transition](#).' This has key information about our staff, a virtual tour of the building, what students will study in Year 7, Frequently Asked Questions and much more. We have tried to make the website an information point for students, parents, and carers to become familiar with the school.

### **September 2023 (Wednesday, 6<sup>th</sup> September 2023)**

Year 7 will start at Kelvin Hall School on Wednesday, 6<sup>th</sup> September 2023. They will be the only year group in school for the start of this day which will help them in becoming familiar with the school before other year groups return. We will also be taking their school photographs during that day.

Finally, I would encourage you to follow us on our social media platforms and look out for updates on our school website. This will allow you and your child to keep up to date with all that is happening here at Kelvin Hall. I hope the information in this letter has been useful to you. We look forward to welcoming you and your child to our school community.

Yours sincerely,



Mr Christopher Leng  
Head of School  
Kelvin Hall School