

Dear Parent/Guardian

I hope this letter finds you and your families well. We are determined to do everything we can to help prepare our Year 6 pupils for a successful transition to Saint Benedict Catholic Academy and these events will form the core of our work.

### **Year 6 Transition Days**

These will take place on **Tuesday 1<sup>st</sup>, Wednesday 2<sup>nd</sup>, and Thursday 3<sup>rd</sup> July**. They will give the students an opportunity to familiarise themselves with Saint Benedict Academy and start to meet some of the staff they will work with next year. We have a carefully planned series of activities that will allow your child to experience as much as possible within these three days.

### **Timing of the day – 8.35am-3.00pm**

Pupils must arrive at school for **8.35am** where they will be welcomed by their Form Tutor and escorted to the Year 7 morning meeting area, the North Block Field. From there, they will line up in their new tutor groups and be welcomed by their Head of Year, Mr Thornhill, before starting the day which includes a mixture of assemblies, sample lessons, and tutor-led activities. The following days will consist of more time with their form tutor, alongside a variety of lessons and wider school experiences. We will be working together over the three days to prepare the pupils for their very first Year Group Mass led by our Father Jonathan, which will take place towards the end of the final day.

Students should wear their primary school uniform on all transition days, with appropriate footwear. They should also bring their pencil case with them and a water bottle. Mobile phones are not allowed to be used or seen during the school day at Saint Benedict. If students bring a mobile with them, it must be turned off and at the bottom of their bag.

### **Traveling to school**

**By Bus** - Pupils can travel to school via the designated school bus should they wish. The timetables for all our buses can be found in the transition packs sent home or on the school website. Pupils will **travel free** on these three days. Pupils must be wearing their current school uniform and simply state that they are Year 6 when catching the bus. There will be a number of our current Saint Benedict students acting as Year 6 Ushers on each bus to support students. They can be identified by the blue lanyards they will be wearing. Those traveling on the school buses will be met directly from the bus and directed to the North Block Field.

**By Car** - If you are arriving by car, please drop children off on the left-hand side of the drive as you approach the bus bays. Parents can then turn back around in the bus bay area and head back down the drive offsite. **Please do not wait on the bus bays in cars** as this will be busy and space is required for the buses entering.

**Walking/Cycling** - If you are arriving by foot or on bike, please make your way to the bus bays where staff will be able to direct you onwards to the meeting location.

### **Lunchtime**

For break and lunchtime, we ask all students to bring a packed lunch. A school packed lunch will be provided for those students who are eligible for a free school meal. **There will be no facility to purchase a school lunch on the transition days.**

### **Collection at end of the day**

If you are collecting your child at the end of the school day, please be aware the school gates remain closed until 3.15pm to allow time for the buses to leave site safely. Parents are to remain outside the school gates until this time. Pupils will be permitted to leave once the school buses are safely off site.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Hazel Boyce', written in a cursive style.

Hazel Boyce  
Head Teacher