

April 2020

Dear Parent/Carer

### Transition to Oakwood School from Primary School

Firstly, I would like to welcome you all to Oakwood School and we look forward to working in partnership with you over the next five years. As you know, we are experiencing some very challenging and different times for us all at the moment and we understand that you are likely to be concerned about a number of things. One area you or your child may be concerned with at this time is the transition to secondary school.

To help alleviate some of these concerns, we wanted to share with you our plan for a smooth transition, as this year we may need to do things differently compared to previous years. We will endeavour to continue to make it a positive and enjoyable experience for your child.

The next steps in terms of transition for the Year 6 Primary School children, are as follows:

1. An information gathering exercise has already begun. Oakwood requests lots of different information on the Year 6 child, this builds a full picture of the student including learning abilities, SEND provisions, personal likes, aspirations and much much more. Our main feeder Primary Schools have started to complete this and will be returning the information to Oakwood in readiness for the next steps. This process and timeline has remained the same as compared to previous years. It is when we receive this information we can start to construct the tutor groups.
2. In previous years, The Oakwood Transition Team would go out to visit primary schools in May and June. At this visit they would meet with the children and the Year 6 Teachers and conduct a 'Transition to Oakwood Assembly'. However, due to the current restrictions put in place by the Government, this is highly likely not going to be possible this year. We are looking at ways that we could film a 'Transition to Oakwood Assembly' and once we have more details on this, we will communicate this to you.
3. In previous years, in the month of June we open the Oakwood online shop for orders to be placed with collection dates/times around the Taster Day in late June. We are hoping to open the shop again online but the collection dates/times are uncertain at

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this point and we are also looking into how we can stock the shop in readiness for this ordering process. We are working on this and are hoping to have a solution to this in the next few months, once we have a better idea of how long the current situation is going to continue for and as soon as we have more details, we will share them with you.

4. Usually in late June or early July we hold a Taster Day for Year 6 children transferring to Oakwood. This is unlikely to go ahead this year and so we are looking into how we can bring Taster Day to you in a different way. The team has already started work on this and will update you on this as soon as we have a firm plan on how this will work well. We are also considering ways on how to do the Parent Induction Evening, so no-one misses out on the key information they need.
5. If you have not already done so, please return your Admission Forms as soon as possible, as these are still being processed in readiness for your child starting at Oakwood. Where possible and safe to do so, please use the Royal Mail or alternatively, if you have access to email, please scan and email the forms along with the birth certificate to [sharding@oakwood.surrey.sch.uk](mailto:sharding@oakwood.surrey.sch.uk).

Please be assured in these uncertain times that Oakwood is working very hard to continue to forecast and plan an informative and relevant transition to secondary school for your child. We want to do all we can to ensure that the Transition to Oakwood is still positive and that they continue to look forward to joining us as much as we are looking forward to meeting them all.

I sincerely hope you are all managing to stay safe and well. My thoughts and best wishes are with you and I look forward to communicating with you all soon.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. Easlick', with a horizontal line underneath the name.

Mr Easlick  
Deputy Headteacher