



SUTTON ST JAMES C.P. SCHOOL
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26th May 2016,

Dear Parents,

New Transition Procedures

Over the past few months the teaching staff in school have been reviewing the transition procedures that we have in place currently. In order to make the transition process smoother for the children we have decided to make a few changes this year.

Starting in the first week back after the holiday the children across the school will move to the class that they will be in from September with their new teacher for four afternoons through the term. Year 1 children in Wrens class will be given extra time in their new class, in addition to that given to the rest of school, to help them settle in as they are the youngest in school. Year 6 children who will start their new schools in September will go to Wrens classroom where they will work with Mrs Horsfield. The children will be completing work in their new classes and this will help the teachers to get to know their abilities so that appropriate work is set for them right from the beginning of the new term. It will also ensure that the children have a chance to get to know their new teacher and to become familiar with the expectations and routines in the classroom hence helping to relieve any anxieties that they may have.

We have also decided that the children will start new literacy and numeracy exercise books after the holiday next week, which will go with them to the new class in September. This again will ensure that the new class teacher can become familiar with the ability of the children and ensure their planning is targeted accurately to accelerate progress. It will be an opportunity for the children to demonstrate their best work to their new teacher.

We hope that these slight changes will make the transition smoother between classes and help to ensure that there is less regression over the summer holiday period.

Yours sincerely

Miss C Willows
Headteacher