



St Michael's C.E. Middle School

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Tel: 01202 883433 Fax: 01202 845140

Headteacher: Ron Jenkinson M.Ed.

Deputy Head: Paul Andrews BSc (Hons)

May 2021

Dear Parent / Guardian,

I am delighted to be able to write to you for the first time regarding your child joining St Michael's Middle School in September 2021. In these unprecedented times I was keen to write to welcome you to our school community and to reassure you that we are already making plans to support your child as they prepare for new challenges with us.

As you will appreciate there is much uncertainty around plans for children returning to school. Please be assured that our staff will work collaboratively with First and Primary School colleagues to be ready for your child's first day with us on Monday 6th September 2021.

The remainder of this letter is to give you an insight to future communication as it is currently planned but there are two things we would like you to do:

- 1) If your circumstances have changed and you no longer want a place with us please **decline your place with Dorset LA** as we have begun a waiting list and it would help families who are anxiously waiting to what is available.
- 2) Please **complete the *online Admission Form as soon as possible which you can find here: <https://forms.gle/rb4YcotgT6ocmQmi7>**

*If you have any difficulty with this form please contact the office on 01202 883433

As part of the transition process we have already been in touch with your child's previous school to gather necessary information regarding your child's friendship groupings, current levels of attainment, the progress they have made to date and any individual needs, talents and interests that your child might have. We will continue to liaise closely with first schools over the forthcoming term.

Next week Mrs Warren, Joint Head of Year 5, will write to you with more details of about St Michael's including: information about a Year 4 transfer section on our school website which will give you an initial welcome to the school in the form of a PowerPoint; a transfer booklet to share with your child so they can learn more about the process of transfer; and there will also be a form to return to us to help us with organising class groupings. Mrs Ramsey, our SENCO along with her team will also be in touch later this term if your child has been identified as requiring additional support. We will be particularly mindful if your child needs additional support in transfer and once Mrs Warren or Mrs Ramsey has been in touch please let us know if there are specific things which you think might help and we will endeavour to be flexible.

Our normal transition process includes two key events that we would like to bring to your attention. If schools are open and physical distancing rules have been relaxed, we will endeavour to retain these events. If schools are not open, we will share alternative plans with you as soon as we possibly can.

WIMBORNE
Academy Trust



Allenbourn Middle School Colehill First School Emmanuel Middle School Hayeswood First School Hillside First School Lockyer's Middle School
Merley First School Queen Elizabeth's School St John's First School St Michael's Middle School Verwood First School Witchampton First School



- **Transfer Day for pupils - Friday 2nd July** – details of the day will be sent out in due course but this year we are glad to say that we expect it to be on site at St Michael's following whatever COVID safe practice rules are in place at that time.
- **New Year 5 Induction Evening for parents/guardians - Thursday 8th July** giving adults an opportunity to meet key members of staff and your child's tutor. We will be in touch with more details about this as it is likely we will stagger the evening so not everyone will be on site at the same time. Sadly we won't be able to have pupils with us at the same time so please be prepared to make childcare arrangements for the evening.

We will contact you during the summer term with updates and further information regarding Transfer Day and which Tutor Group your child will be joining in September. I very much look forward to welcoming you to St Michael's Middle School over the coming months and I am confident that we can work together at this time to best support your child as they make a successful transition to middle school.

If you feel we can be of any further assistance in preparing your child for joining us or you have any questions then please do not hesitate to contact myself, Mrs. Warren by emailing the school office on office@stmichaelsmiddle.org and from here your message will be forwarded to us.

Finally, if you haven't already, do check out our school website which we will be constantly updating during this.

With very best wishes.

Yours sincerely,

Ron Jenkinson
Headteacher, St Michael's Middle School