



St Michael's CE Middle School
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Headteacher: Mr D Ayling BSc Ed(Hons)
Deputy Headteacher: Paul Andrews BSc (Hons)

10 June 2025

Dear Parents/Carers

We are looking forward to welcoming your child to St. Michael's C.E. Middle School. The Autumn term begins on **Monday, September 8, 2025**, and look forward to supporting them through this next stage of their learning journey.

This letter outlines the transition process from primary school to St. Michael's and provides key dates.

Our Transition Process

We have many students joining us from various primary schools this year. Our goal, in partnership with these schools, is to make this transition as smooth as possible, reduce anxiety, and build excitement for the next four years.

We have already visited some students joining us next year and have been impressed with their positive engagement and thoughtful questions. Over the coming term, we'll continue working closely with your child's current school to gather important information about their friendships, attainment levels, individual needs, talents and interests. This information will help us form five Year 5 classes for September 2025.

Key Transition Events

Our transition process includes two main events this term:

- **Pupil Transfer Day: Friday, June 27, 2025.** More details, including staggered start times for traffic management, will be sent soon. We aim for all pupils to be in by 9 am at the latest. We're giving you advance notice so you can make any necessary work arrangements.
- **New Year 5 Induction Evening for Parents/Guardians: Thursday, July 10, 2025, at 6 pm.** This is an opportunity to meet key staff, including your child's tutor. We'll cover important topics like uniform, daily routines, lunches and other logistics. Due to hall size, please arrange childcare as pupils cannot attend.

We'll contact you within the next couple of weeks with further information about Transfer Day, your child's September Tutor Group, and the parents' information evening.





Year 5 Staff

The Year 5 class teachers for next year are:

- **Mrs. Holmes** (Head of Year) - Class 5H
- **Mr. Patrice** - Class 5P
- **Mrs. Wadley-Scott** - Class 5W
- **Mrs. Doyle** - Class 5D
- **Mr. Smart** and **Mrs. Gould** - Class 5SG

Additional staff involved in the transfer process for some children include:

- **Mrs. Ramsey** (SEND Leader)
- **Mr. Taylor** (School Safeguarding Lead)

Friendships and Support

While middle school offers exciting opportunities to meet new people, we understand that existing friendships are an important support network during transitions. It's natural for both pupils and parents to feel some anxiety about friendships and new classes.

Please trust that through regular communication with your child's primary school teacher and our professional expertise, we are confident in making the best decisions for all our pupils. This will enable them to make a confident start at St. Michael's Middle School.

Further Questions

We hope this information addresses your initial questions about the transfer process. If you need further assistance in preparing your child or have any other questions, please don't hesitate to contact the school office by emailing office@stmichaelsmiddle.org.

We look forward to welcoming you to St. Michael's Middle School over the coming weeks and working together to support your child's successful transition.

Best wishes,

Mr. Darren Ayling Headteacher

Mrs. Charlotte Holmes Head of Year 5