



May 2024

Dear Parent/ Carers,

We are very much looking forward to welcoming your child to Prince Henry's Grammar School as part of the 2024 intake. The transition process includes a range of activities, starting with key staff visiting the students in their present school during the Summer term. Please read all the pages of this letter, so that you are aware of the transition process and what we need you to do to ensure this runs smoothly.

In this pack you will find information regarding key dates (although some may be subject to change), information about school rules (including uniform) and other essential information. There is also a simple checklist to assist you in your child's transition to Prince Henry's.

The three transition days run from Wednesday 10th to Friday 12th July 2024. The days are designed to help students familiarise themselves with the school and its routines, which in turn helps alleviate anxieties they may have around the transfer. This is why it is important that all our new Year 7 students attend all the days.

We would also like to invite parents/ carers to a Transition Information Evening which will be held on Thursday 11th July 2024 during the transition week, starting at 6.00pm. At this event Miss Bishop - Headteacher - and other senior staff will share information about the school and the various procedures and expectations for our new starters. Myself (Director of Key Stage 3), Miss Parker (Year 7 Manager) and a number of the Year 7 tutor team will also be available to talk about the work of the form tutor and the pastoral support available.

Parents/ Carers of students with identified Special Educational Needs will also be invited to a series of drop-in meetings prior to the transition process itself.

We are asking parents/ carers to complete a short online questionnaire that covers key details that we want to find out about our new intake of students. This questionnaire is also a chance for you and your child to highlight to us any areas that are concerning you around transition. If there is the need for further discussions, we will then contact parents to follow up.

The link to the questionnaire is [here](#).

Please complete the above questionnaire for your child as soon as is possible and by Friday 24th May at the very latest. Should you require a paper copy, please contact the Prince Henry's main office.

Once these forms are completed, we will proceed to place your child in a tutor group, ready for the Transition Days.

A range of information, including FAQs, to support the transition process can be found in the dedicated transition section on the school website.

Should there be any issues or questions that you are unable to find an answer to on the website please contact the Key Stage 3 Office at Prince Henry's for assistance using this email address transition@princehenrys.co.uk.

I look forward to seeing your child during this term and welcoming you at the Transition Information Evening.

Yours faithfully,

MR S DAY
Director of Key Stage 3

MISS G PARKER
Year 7 Manager

transition@princehenrys.co.uk

Year 7 Parent Information

1 Transition Days – Wednesday 10th to Friday 12th July 2024

These instructions may be subject to change.

We require students to attend all the transition days as this allows them to get to know the school more fully. They will sample lessons, be introduced to Prince Henry's expectations, meet their new personal tutors and classmates and have a chance to interact with other students. The aim of the three days is to ease the transition process and to alleviate any concerns. We believe that the more familiar the students are with their new surroundings, the smoother the start of Year 7 will be.

The days will begin at 8:45am and end at 2:45pm. Should they wish to, students will be able to travel on the school bus to and from school on these days. Metro have advised the bus drivers to expect Year 6 students on those days.

Students will be able to purchase lunch from Henry's canteen on the transition days. The cost will be £3.00 for a main meal and a pudding. We will provide a link to choose their meals on the Transition Days nearer the time. We would encourage students to bring a snack for break time too. Students are asked to bring in their own water bottles, which they will be able to top up throughout the day.

Students should wear their usual primary school uniform and one day (as yet to be confirmed) will consist of a 'sports day' when they will wear their usual primary school PE kit.

2 Student Data

We will be using the school information system – Arbor – to update and collect all information relating to students. You will be provided with an Arbor log-in (if this is your first child at Prince Henry's) or you will see the child's name appear on the home page of your current Arbor login (if you have another child already with us). Once you have a log in you can check and amend the information held on our system to ensure that it is the most up to date.

Information will be added to Arbor in two batches:

In May we will be importing basic data about your child into Arbor. This will be a version of the data held by the Local Authority based on the application form that you filled in when applying for a school place. From this point you will be able to see your child on the Arbor App.

During the final half term of the year, we will receive a full data transfer from your child's primary school. This will have a greater level of detail in it.

We aim to have all data held by primary schools imported before we break for the summer and will alert you once all information has been uploaded and is available for checking and editing. We then encourage you to log in to Arbor during the Summer break to check and amend the data ensuring it is accurate for the start of September.

3 Student Information Questionnaire

As detailed in the first section, parents and students are asked to complete a student information questionnaire. This information will provide us with the details to ensure that your child is supported throughout their time at Prince Henry's. Should we need to discuss the information further, then a member of the Key Stage 3 pastoral team will contact you. This can be done through the link here. The link to the questionnaire is [here](#)

4 Literacy testing and Transition Portfolio

At Prince Henry's, we like to have as comprehensive an understanding of our new students and their abilities as possible. Each year, like many schools, to complement the information we receive from primary schools, we conduct some short diagnostic assessments linked to reading age and literacy. This will allow us to proactively support students when they arrive with us in September. These diagnostic assessments will be conducted throughout the transition process at Prince Henry's. They will take less than an hour in total to complete and will be taken in one of our IT suites. These tests require no preparation.

Alongside this, we will also be asking students to complete a Transition Portfolio that we will be sending to the students via their primary school. This is designed to showcase the achievements of individual students and also to act as a guide for teaching staff at Prince Henry's as to the abilities of our new arrivals. All of this information will be used by class teachers from Year 7 onwards to assist in their planning and support of your child.

There will also be a Transition Pack for students to work through, should they wish to. This aims to help students explore Prince Henry's and get a greater understanding of our systems and routines thereby helping to further support their move to the school.

5 Music

There is detailed information about the peripatetic music teaching offered at Prince Henry's in this information pack. It allows students to continue with, or to start, musical or vocal lessons when moving from primary school.

6 Uniform

This information pack provides detailed information about the uniform requirements at Prince Henry's. It also includes information about the school's uniform suppliers.

7 Finance Information

At Prince Henry's we use an online payments system called **Scopay** to pay for school meals, trips, revision guides and other activities. The system is secure, easy to use, does not need linking to a bank account and provides an instant receipt. This is our preferred method of receiving money into school and we encourage all parents and carers to use this system.

Over the summer break you will be sent an email containing a link code which you will need to set up your Scopay account.

In the meantime, cheques and cash will still be accepted at the finance office.

7 iPad Scheme

The iPad letter details the steps necessary to inform school about your intentions in relation to the school iPad scheme.

8 School Term and Holiday Dates - Academic Year 2024/25

Your son/daughter's first day at school is Tuesday 3rd September 2024. Further information about term dates can be found on the school website.

Should you require paper copies of any of this information, have any issues completing the forms or have any further queries ahead of the Transition Days, please use the school website and/or contact Mr Day or Miss Parker at transition@princehenrys.co.uk or (01943) 463524

CHECKLIST

<u>To be completed</u>	<u>Date</u>	<u>Action to be taken</u>
Check Admission & Medical Information	Tbc	Log-in information and instructions on how to use Arbor will be shared with parent/carers later in the summer term
Complete Student Information Questionnaire form	By Friday 24 th May	www.princehenrys.co.uk <i>HOME> PARENTS AND CARERS> YEAR 6 INDUCTION FOR SEPTEMBER 2024> STUDENT INFORMATION QUESTIONNAIRE</i>
Complete calculator and stationery form	By Friday 12 th July	Return to Prince Henry's via post or at Transition Days/ Information Evening.
Complete iPad forms	By Friday 12 th July	Complete online forms – see iPad scheme letter for details.
Arrange for music lessons		Information shared in this pack
Arrange bus transport and bus pass if necessary	At least 6 weeks before start of term	Information is on the school website and can be found at https://www.wymetro.com/schools Or contact Leeds Education Transport on 0113 3481122
Set up online payment accounts		Further information to be sent to parents from the Finance department at PHGS during the school summer holiday