



May 2021

Dear Parent/Carers,

We are very much looking forward to welcoming your child to Prince Henry's Grammar School. Although the transition process may require some alteration due to current COVID restrictions, we can promise you that as with all years we will ensure that it is as detailed as possible to ensure that all students and parents feel supported in this process. **Please read all the pages of this letter**, so that you are aware of everything which will be happening and what we need you to do.

Staff from the school are beginning the transition process by communicating with staff in their present school in the Summer term.

We are also looking to confirm the arrangements for the transition days which are scheduled for **Wednesday 14th to Friday 16th July 2021**. Further information on these will follow once it becomes clearer what restrictions will be in place at that time.

We hope to have all our new Year 7 students attend all the days to assist them with their transition to secondary school. The days are designed to help students familiarise themselves in their new surroundings and to alleviate any anxieties they may have around the transfer.

In this pack is information regarding the transition process and guidance for parents as to what we would like you to do. There are also key dates (although some may be subject to change), information about school rules including uniform and other essential information plus a simple checklist to assist you in your child's transition to Prince Henry's.

Unfortunately, we will not be able to offer the face-to-face Family Interviews this year. Instead, we are asking parents to complete a short online questionnaire that covers the same questions we ask during these interviews. We will then endeavour to contact parents at some point during the summer term if there are things we need to discuss further.

There is a link to the questionnaire at [www.princehenrys.co.uk](http://www.princehenrys.co.uk) **PARENTS AND CARERS> YEAR 6 INDUCTION FOR SEPTEMBER 2021**. This questionnaire will be a chance for you and your child to highlight to staff who will be working with them any areas that are concerning you around transition.

Should there be any issues then please contact the Key Stage 3 Office at Prince Henry's for assistance ([transition@princehenrys.co.uk](mailto:transition@princehenrys.co.uk)).

There is also a **New Parents' Information event which will** be held **virtually** during the **transition week** – more information about this will be shared in due course.

Ms Sheriff - Headteacher - and other senior staff will give a talk about the school and the various procedures and expectations for our new starters. A number of the Year 7 tutor team will be available and will do a short presentation about this essential role.

Please complete the **Induction Form** for your child through the school website as soon as is possible and by Friday 11<sup>th</sup> June at the very latest. The online form will allow much faster processing of information. 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.

All of this information will also be on the school website, in the dedicated transition section at [www.princehenrys.co.uk](http://www.princehenrys.co.uk) **PARENTS AND CARERS> YEAR 6 INDUCTION FOR SEPTEMBER 2021.**

I look forward to seeing your child in school, hopefully during the Transition Days on 14<sup>th</sup> to the 16<sup>th</sup> July 2021 and welcoming you at the virtual New Parents Information Event.

Yours faithfully,

**MR DAY**  
**Key Stage 3 Progress Leader**  
[dys@princehenrys.co.uk](mailto:dys@princehenrys.co.uk)

**MISS CROSBY**  
**Year 7 Manager**  
[cys@princehenrys.co.uk](mailto:cys@princehenrys.co.uk)

[transition@princehenrys.co.uk](mailto:transition@princehenrys.co.uk)

## **Year 7 Parent Information**

### **1 Transition Days – Wednesday 14<sup>th</sup> to Friday 16<sup>th</sup> July 2021**

*These instructions may be subject to change*

We do 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**. Students will be able to travel on the school bus should they wish both to and from school. 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, pudding and drink. We would encourage students to bring a snack for break time too.

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 Induction Form**

This form provides the school with important contact details and medical information about your child which will update the information received from your child's primary school and populate our information management system and will be stored securely. This information will also help us ensure that your child has a smooth induction into Prince Henry's. You will need to insert the following login to access the page at [www.princehenrys.co.uk](http://www.princehenrys.co.uk)

Username - y6@princehenrys.co.uk

Password - phgs2021

When you have completed the Induction Form, please click on the padlock icon next to Y6 Parent, in the top right hand corner of your screen, and log out of the website.

### **3 Family Questionnaire**

As detailed in the first section, parents and students are asked to complete a questionnaire that will take the place of the Family Interviews this year. 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 on the school website. Should there be any issues please contact the Key Stage 3 Office at Prince Henry's for assistance ([transition@princehenrys.co.uk](mailto:transition@princehenrys.co.uk)).

#### **4 CATs 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 a series of diagnostic tests. These Cognitive Ability Tests (CATs) will be conducted throughout the transition process at Prince Henry's (this may be early in September). These tests require no preparation.

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

#### **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 or to start musical or vocal lessons when moving from primary school.

#### **6 Uniform**

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

#### **7 iPad Scheme**

The attached 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 2021/22**

Your son/daughter's first day at school is **Tuesday 7<sup>th</sup> September 2021**. Further information can be found on the school website.

Should you require paper copies of any of this information or are unable to complete any of the forms online please contact: [transition@princehenrys.co.uk](mailto:transition@princehenrys.co.uk)

Should you have any further queries ahead of the Transition Days, please use the school website and/or contact Mr Day or Miss Crosby at [transition@princehenrys.co.uk](mailto:transition@princehenrys.co.uk) or (01943) 463524

## CHECKLIST

<u>To be completed</u>	<u>Date</u>	<u>Action to be taken</u>
Complete Admission & Medical Form (including information about induction days)	By Friday 11 <sup>th</sup> June	<a href="http://www.princehenrys.co.uk">www.princehenrys.co.uk</a> <b>Year 6 Induction Form</b>  Username - y6@princehenrys.co.uk Password - phgs2021 <b>When you have completed the Induction Form, please click on the padlock icon next to Y6 Parent, in the top right hand corner of your screen, and log out of the website.</b>
Complete Online Family Questionnaire	By Friday 11 <sup>th</sup> June	<a href="http://www.princehenrys.co.uk">www.princehenrys.co.uk</a> <b>HOME&gt; PARENTS AND CARERS&gt; YEAR 6 INDUCTION FOR SEPTEMBER 2021&gt; FAMILY QUESTIONNAIRE</b>
Complete calculator and stationery form	By Friday 9 <sup>th</sup> July	Return to Prince Henry's via post or at Family Interviews/on Transition Days
Complete iPad forms	By Friday 9 <sup>th</sup> July	Complete online forms
Arrange for music lessons	By Friday 11 <sup>th</sup> June	Preliminary information in information 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 <a href="https://www.wymetro.com/schools">https://www.wymetro.com/schools</a> 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