



Saffron Walden County High School

Saffron Academy Trust

HEADTEACHER TRANSITION LETTER

May 2022

Audley End Road
Saffron Walden
CB11 4UH

Telephone: (01799) 513030
Fax: (01799) 513031
email: info@swchs.net
web: www.swchs.net

Headteacher:
Ms Caroline Derbyshire MA (Cantab)

Dear Headteacher,

We hope that you and your colleagues are well.

The last few years have been a challenging time for all of us and this year we are hoping to ensure that our prospective Year 7 students receive a more straightforward in person primary transition rather than having to provide a virtual alternative.

To this end, we are outlining below our plans for the next few months. Although we hope we can go ahead with these plans, they are of course subject to change, and we will keep you updated on any advice we receive.

Transition Data Collection

We would like to thank those who have completed and returned the online transition data forms, we would really appreciate the remaining forms asap as we are using this information to sort students into their form groups, and we will write to parents confirming their child's form group later in June.

Transition Visits

In June, our Year 7 team and some of our current Year 7 students will visit primary schools to talk with students about their transition to secondary school. This will also give us the opportunity to meet with the Year 6 teacher to discuss prospective students. As always, talking to you about your students gives us huge insight and really helps us prepare for their arrival at secondary school.

For our feeder primary schools, we will be arranging for members of our Science, English and Language teachers to provide a short lesson at your school. For our smaller primary schools, we will be inviting students into SWCHS for a Bridging Day in July to receive the same lesson content and to provide interaction with other students from smaller school settings.

All About Me Booklets

We have attached the All About Me booklet to this email and would be grateful if you could ask each prospective SWCHS student to complete this. They will need to bring it with them on our Taster Day in July. We are writing to prospective parents and students by email this week to update them on our transition plans and will inform them of the booklet should you wish to set it as homework.



Bridging & Taster Days

We know that giving students an opportunity to visit SWCHS and meet their new form tutor before the summer holidays is incredibly important in easing anxiety and boosting excitement about the journey that lies ahead! Please see the dates for these sessions below.

Bridging Day – Friday 8th July
Taster Day – Monday 11th July

Prospective Parents Evening

Last year, our Welcome to Year 7 Parents Evening was a virtual event. This year, we are hoping to invite prospective parents into SWCHS, on the evening of our Taster Day, Monday 11th July.

The evening provides parents and carers with information on what we offer as a school and allows them the opportunity to meet with the Year 7 Team, along with key members of our Senior Leadership Team.

Communication with Year 6 Students

Within the offer packs we sent to prospective students in March, we included a Student Handbook and Starter Pack, providing parent/carers and students with information on our school and introducing our Year 7 team. I have attached a copy of both of these booklets for your information, should parent/carers have any questions.

We have also created a Year 6 transition page: [Click here to visit our website](#)

This page will be updated regularly with news and information regarding primary transition.

If you or any of your parent/carers have any questions, please do contact admissions@swchs.net

Yours sincerely,



Mrs K Vanderpere-Brown
Assistant Head



Mr P Singh
Assistant Head

