

 **Toot Hill School**  
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**Head Teacher**  
Dr C Eardley *BSc (Hons), PGCE, PhD*  
**Executive Head Teacher**  
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**TOOT HILL**  
SCHOOL

24<sup>th</sup> April 2024

4aPupil/Admissions/Transition/Yr 5 Dates info ltr Apr 24  
EAR/DAV/File

To Parent(s)/Carers of year 5 and year 4 pupils  
currently attending:  
Robert Miles Junior School

Dear Parent/Carer,

### TRANSITION TO TOOT HILL SCHOOL

I understand that as soon as a student starts year 6, thoughts will naturally focus on the 'big move' to a new school in Year 7. At Toot Hill School we aim to make this transition as smooth as possible and give every child and parent/carer confidence that the change will be a happy and successful one. We are proud of the close working relationships we have with all primary schools in our family of schools that enable us to share good practice and standards which help secure a successful transition. It is our moral duty to listen to you to understand your hopes, aspirations and concerns and to respond in a manner that enables you to move forward with confidence.

In order to make this process as informative and comfortable as possible, we propose the following programme. Please note that all dates are provisional at this stage.

- |   |   |  |
|---|---|--|
| June 2024   | - | One of the School Leadership Team from Toot Hill visits each Primary school to talk to year 5 parents.                       |
| August 2024   | - | Local Authority issues information to parents.   |
| 11 <sup>th</sup> & 12 <sup>th</sup><br>September 2024 | - | Open Evening at Toot Hill School – an opportunity for Year 6 pupils and parents to look around the school commencing at 6pm. |
| 31 <sup>st</sup> October 2024                         | - | The closing date for the expression of preferences to Area Education Base.   |
| 1 March 2025  | - | Parents informed as to their allocated school.   |
| June 2025 (tba)                                       | - | New Head of Year 7 and Special Educational Needs Co-ordinator to visit primary schools (date to be advised)                  |
| June 2025 (tba)                                       | - | Incoming Year 7 Parents' Evening   |
| July 2025 (tba)                                       | - | Pupils spend a day in the school and meet their new tutor and teachers (date to be advised).                                 |
| 1 <sup>st</sup> September 2025                        | - | First day of term  |



In order to start the transition process, we would be delighted to meet you at Robert Miles Junior School on **Tuesday 18th June at 5pm**. Year 4 parents/carers are welcome to attend if they wish to have information in advance when planning their child's future education provision.

At the meeting Chris Eardley will talk about transition arrangements and Toot Hill School. More importantly we will try to answer any questions you may have about the school. We do hope you can attend the meeting and trust it will be useful in reassuring you about the transfer process and the quality of our learning and pastoral provision.

A further letter will be sent to you via your child's primary school at the beginning of the next academic year, when we shall invite you to the relevant Open Evening.

Please complete the reply slip below and return it to the Head Teacher of your child's current primary school so that seating arrangements can be finalised for our visit to your child's school in June. We very much look forward to meeting you.

Yours sincerely,



Dr C Eardley  
**Head Teacher**



**Please complete and return this reply slip to the Head Teacher of Robert Miles Junior School as soon as possible so that seating can be organised.**

**TOOT HILL SCHOOL - INFORMATION EVENING**

Name of Pupil: .....Year 4 / 5 (please circle).

I/We will/will not be attending the Information Evening on **Tuesday 18th June at 5pm** at Robert Miles Junior School.

Signature of Parent(s) / Carer(s): .....