

March 2021

Dear Year 6 Parent/Carer,

We are delighted to offer your child a place at Royds School for September 2021 and welcome you into the Royds' community. I am proud to say the school is over-subscribed for the second year running, which reflects the journey of improvement the school is going through.

I am immensely proud of the Transition Programme we provide at Royds. We regard it as a privilege that you trust us with your child's safety, well-being and education and we will never lose sight of this responsibility.

We pride ourselves on knowing our learners. This journey starts during our thorough transition programme when we aim to learn as much about your child as possible to ensure a smooth and successful transition. Our transition process will evolve in several phases over the coming months. Some of this could obviously be subject to change, depending on Government COVID Guidelines:

What	When	Purpose
Website	Live now	This section of the school website is designed to provide extensive information to help support with the transition programme over the coming months.
Information Booklet	Posted home week beginning 8 th March	This booklet provides detailed information regarding the school and answers many questions you may have.
Admissions Booklet	Posted home week beginning 8 th March	To gain crucial information about your child and family prior to primary school visits by our transition team. This can be returned in the following ways: <ul style="list-style-type: none"> • Handed into Royds Main Reception; • Handed into the Reception at your child's current Primary school; • Downloaded from the Royds website and returned electronically via the dedicated transition email address: year6@roydsschool.org Please return your admission booklet by Friday 23rd April.
Transition Visits	April - June	Our Year 7 team and SENCO will visit primary schools to speak to Year 6 about life at Royds and obtain key information from Year 6 teachers about each individual child in terms of pastoral support, learning needs and hobbies and interests. Once again these are dependent on COVID Guidelines.

Transition Evening	Tuesday 29 th June or Wednesday 30 th June (1 night only via invitation)	Meet key members of staff, understand expectations and systems, purchase uniform, ask any questions regarding the transition week. COVID Guidelines dependent.
Transition Week	19 th July - 27 th July	To allow students to experience daily life at Royds and familiarise themselves with expectations, new surroundings and build relationships with new peers and members of staff. Students do not need Royds' uniform for this week – primary clothing is fine.

The next key date for you is **Friday 23rd April**. Please complete the Admissions Booklet and return it as outlined above. It is imperative we have this information to enable us to admit your child to secure their place in September. If you have any queries about completion of the form, please email year6@roydsschool.org.

I look forward to meeting you in July. In the meantime, if you have any questions about the transition process, please contact school year6@roydsschool.org

Your faithfully,



Gavin Faulkner
Assistant Headteacher