



## Emmanuel CE Middle School

Howe Lane, Verwood, Dorset, BH31 6JF  
office@emmanuelmiddle.org www.emmanuel.dorset.sch.uk  
Tel: 01202 828100 Fax: 01202 828104  
Headteacher: Mr Rob Christopher, BSc (Hons) PGCE  
Deputy Headteacher: Mr Alister Barker, BSc (Hons) PGCE

9<sup>th</sup> May 2022

Dear Parents/Carers,

I would like to take this opportunity to welcome you and your child to our Emmanuel Middle School community - it's a fantastic time to be joining us. We have an excellent transition team, all of whom have forged strong relationships with our first schools over the years and a lot of transition work is already underway between Emmanuel and your child's first school in order to make their move as smooth as possible.

As part of our dedicated transition process, Mrs Weir, Head of Year 5, Mrs Prestage, our SENDCo, and our Pastoral Worker, Mrs Glenda Binning, will be in close contact with your child's first school teacher and SENDCo to ensure that the right information is transferred. Through this process, we can be confident in building on your child's achievements from Year 4 and spot if, for whatever reason, they need a little extra encouragement in any areas as they move into Year 5.

A key aspect of transition is matching your child to peers in a classroom. Our local first schools have a consistent approach regarding the information given to Emmanuel which will then help place your child in their year 5 class. There are many aspects which must be considered when making these decisions such as ensuring we have a consistent boy/girl ratio within the classes, and a balance of pupil ability including any children who have SEND requirements. We recognise the importance of working together as a partnership, and therefore we are asking for your contribution in your child's transition. We would like you and your child to decide on up to 6 children who they work well with to be in their year 5 class. It is important that the names you write down are children with whom your child has a positive learning partnership within the classroom. Sometimes best friends in the playground don't always make the best classmates and there is plenty of social time in the day for all pupils to mix.

We would be very grateful if you could respond by **Monday 23rd May** with up to 6 friendship choices via email to this address, [admissions@emmanuelmiddle.org](mailto:admissions@emmanuelmiddle.org) Please include your child's full name and current school in the subject of the email and then list your friendship choices including full first and surnames. Please note, unless there are fewer children joining the school from their current first school, the expectation is for you to write down 6 names. Please also note that the email address you use to send this information to us will be the email address we will use to communicate with you concerning the admissions process.

After all this information has been gathered, it will then be used to put the children into classes by middle school staff. We aim to ensure that at least 1 child from your list is placed in the same class as your child. At the time of emailing could you please also let us



know if you have moved address since you made your application to the local authority for your child's place.

Our normal transition process also includes two key events that we would like to bring to your attention. It is our strong hope that we will be able to host these events this year, however, if these cannot go ahead due to COVID restrictions, we will share alternative plans with you as soon as we possibly can.

- **Monday 27th June, 7pm - New Year 5 Induction Evening (primarily for parents).** This evening will provide important information regarding EMS and your child's new class tutor.
- **Friday 1st July - Transfer Day for all new Year 5 pupils (due to start in Sept 2022).** Details of this day will be shared closer to the time.

We will be writing to you shortly to share further information, including some key admission documents that we will ask you to complete and return. In the meantime, we have received an updated uniform price list from *Threads and Treads* and have included this information with this letter, together with details of our uniform.

Thank you in advance for your co-operation in aiding the transfer process from first to middle school. If you feel we can be of any further assistance in preparing your child for joining us or you have any questions, then please do not hesitate to contact us by e-mailing [office@emmanuelmiddle.org](mailto:office@emmanuelmiddle.org)

We are absolutely committed to making your child's first experiences of Emmanuel entirely consistent with our core values of Excellence, Endeavour and Enjoyment and I am confident that we can work together at this time to best support your child as they make a successful transition to middle school.

I very much look forward to welcoming you to Emmanuel Middle School over the coming months.

Yours faithfully,

Mr Rob Christopher  
Headteacher