

ABBOT'S LEA SCHOOL

Headteacher: Mrs Ania Hildrey, M.Ed, B.Ed(Hons), NPQH



19 June 2020

Dear Families

Ref: Transition Week arrangements

I write to you today to share our plans for the remainder of this term, including transition plans.

We have been finalising your child's class group this week and putting together class teams for next year's provision. This will be shared with you by the end of next week (by 26 June 2020).

The following week, the class teams will begin the process of establishing a relationship with the students. They will make their introductions to their classes via Chatta Board and the students will also be invited to share a little bit about themselves through that platform – more information will follow next week, with easy guides and also alternatives, should you or your child struggle with the technology. You will receive this class team introduction from your child's teacher by 3 July 2020.

The staff will then be spending the following week on the handover of the information about the children in their class (both with colleagues in school and other settings, if applicable), and on getting the classrooms and resources ready for September. We will also be working on the Recovery Curriculum for each of the groups, hoping to have a clear plan of action for September by 9 July 2020.

Please note that Thursday, 9 July 2020 is the last day of any direct teaching and pastoral support – remote or onsite.

Friday, 10 July is an INSET day, with the school closed to students and the day being devoted to staff training.

Transition Week is the last week of this school year. During that week, the following support will be launched:

1. We will have Virtual Tour of the school available to all students, families and staff who will be joining us in September;
2. I will personally welcome, and offer a tour of the school, to any student new to the Abbot's Lea – either because they are joining us in September or because they have joined just before or during the lockdown. The onsite tour will be by appointment only and anyone wishing to request this is asked to contact Ms Adair, my PA on kim.adair@abbotsleaschool.co.uk to make an appointment.
3. The new families joining the tour will also meet in person our Head of Care and Safeguarding and our Family Adviser who will answer any questions the families may have about the pastoral and specialist therapeutic support for their child.

4. The leader overseeing your child's provision next year will hold an e-parents' meeting with all families from that cohort of students, to share a curriculum overview, the practicalities, the expectations and key contact details for support during the summer and the first few weeks of Term 1. These will be Zoom meetings and the details will be sent to you in due course. Key points from the meetings will be sent out to anyone not able to join.
5. Each Class Team will have a Zoom meeting with their new class that week, too – so that staff and students can see each other and say hello.
6. Staff Chatta Board will be further enhanced by the students being able to contribute to the e-introductions – more details and instructions will follow soon.
7. Lastly, all students leaving us this year will be invited to return for a Leavers' Farewell taking place on Friday, 17 July 2020 from 10am until 12 noon. The details will be sent to those students shortly but please note that families will need to provide transport to this event.

Most importantly, we are here to help as much as we can and so, we invite you to submit any questions and make suggestions about how we can support your child ahead of September's return to school.

Lastly, whilst we do not know what awaits us in September, all schools are asked to plan for a full return to school, but with a possibility of a rotation of students (for example, 50% of class in the mornings and 50% of class in the afternoons, or 50% of class one week, 50% of class the other week). I would be keen to understand which one of those two options would be preferred (whilst accepting neither is great for the students, staff or indeed for the families).

Please send any of your questions or suggestions to Ms Kim Adair, my PA: kim.adair@abbotsleaschool.co.uk

I will write to you again next week with the much-anticipated Class allocation and Class Teacher contact details.

Yours faithfully



Mrs A Hildrey
Headteacher