



SEATON VALLEY FEDERATION OF SCHOOLS

Elsdon Avenue, Seaton Delaval, Northumberland NE25 0BP

Tel: 0191 2371505

Fax: 0191 2376891

Email: reception@svf.org.uk

www.svf.org.uk

Chair of Governors: Susan Dungworth

Executive Headteacher: John Barnes

14 May 2020

Dear parent/carers

I hope you are well and safe at this time? Since I last wrote to you so much seems to have changed yet so much still seems the same. I know that the Heads of the first Schools are working with you about the next few weeks in your current schools and I wanted to update you on the plans that we have for the transition for your children from first school into middle school.

I appreciate that this is not going to be the type of transition we do normally but we will try and make it the best we can. I hope that you can appreciate that but please if you have any issues do contact me and I will try and solve them.

As a partnership we have agreed that we will do the following. This is not all we are doing there is a lot of stuff that goes on between schools about passing information on etc but these are the things that include the young people and parents/carers.

Transition plan 2020.

1. It will be the responsibility of the first schools to organise any form of leaving activities for the year 4.
2. All pupils joining a Seaton Valley Federation Middle School are expected to start in September lockdown permitting.
3. If a first school SENCO or Headteacher identifies that a pupil or the pupils' family will need extra support. Then a video call will be set up involving staff from the first school, identified staff from the middle school, the parents and the young person. The call will be arranged by the first school and they are responsible for any safeguarding steps that need to be taken.
4. If the middle schools are not fully back then parents and pupils will be asked if they would like to attend the school in small groups over the course of the half term to have a look around the school. This will be a very controlled visit adhering to the social distancing rules and will also not be overly long. The middle schools accept that this is probably the most important thing to organise but it will be the very hardest thing to organise and more details will follow. Parents/carers do not have to take up the offer if they do not want to. The parents will have to take their child home with them after the tour.
5. If a first school has pupils who they feel will need extra visits even if the schools are not open, they will inform the SENCOs and Head of School for the receiving school so that these extra trips can be organised. But these tours will be short and very restricted due to the schools not being open and will have to have complete social distancing and hygiene control in place.
6. For WMS intake, there is an opportunity to have a virtual tour of the school due to a pilot project the school was involved in. If parents use the following link they can have virtual access to view school at <https://my.matterport.com/show/?m=bB3R2MBES5W> Sadly this is not available for SSMS.
7. There will be a system set up where the schools can share with parents all the information that they would normally get from the open evenings. We will not be holding the open evenings this year so all the information will be available online. We will also send to parents any forms etc. Presently we are



not sure what the school suppliers are doing with regard to being open as soon as we hear we will let parents know.

8. Each school will set up a designated email address where parents with concerns or questions can email them and they will be picked up and answered. The email addresses are as follows. I know you may have 101 questions but it may well be the case that we don't know the answers. In the first instance have a word with your first school as they may be able to help based on what we have done in the past. If the questions are based on the current crises then we may not have an answer as like everyone we are putting things in place as events unfold. Please note the addresses will not go live until Wednesday 20th May 2020. WMSTransition@svf.org.uk SSMSTransition@svf.org.uk
9. We would like to offer parents the opportunity to send to us a pen portrait of their child containing information they feel that they want the schools to know.
10. We would like the pupils to write to their new school to tell us all about themselves and ask any questions that they may have. They can be doing this whilst they are at home on lockdown.
11. As soon as possible we will let the pupils and you know who their teacher will be for next year.
12. I will write to you on a regular basis just to keep you informed of what is happening with regard to the end of this year and the start of next year.

I hope that these plans will help ease any concerns you may have about transition. Attached with this letter are some photographs of staff from the federation who we feel you will need to know who they are. The photos are of the year 5 staff, the senior leaders for each school and me.

I will end with something that I say every year and people don't always believe me when I say it but in September, they say you were right. The young people will cope with transition. Yes, some may be a bit more anxious than others at first but they will cope, children always do cope with change better. The people who are going to struggle most with transition are the adults we always do struggle with change more. This will be even more so this year. But if we work together, I am sure that your children will make as smooth a transition as is possible.

As always please contact me or the heads of school if you have any issues and I look forward to meeting you all soon.

Take care and stay safe.

Yours sincerely



John Barnes
Executive Headteacher