



7th May, 2020

Important Secondary School Transition Information

Dear Parents,

I hope this finds you all well.

We have received some information from Mrs. Bowes (deputy head at Dowdales) regarding transition from Year 6 to Year 7. Although the transition is likely to be very different this year, the schools are working closely together and, with your support, we hope that the transition between the two schools will go as smoothly as possible for your children.

If you have not received it already, you will shortly be sent some correspondence from Dowdales. This outlines what is likely to happen in terms of transition between now and the end of the academic year. They plan to send various documents to you at different points between now and the end of term. This will include an information pack which contains details about the layout of the school, uniform, along with information about the different subjects. They will send you a pack which will ask the children, amongst other things, who they would like to be in a form with at secondary school. Dowdales staff will also hold fifteen-minute information-gathering meetings over the phone which will replace the normal induction interviews. At the moment, you do not need to do anything as they will contact you with further information.

All pupils have been asked to complete a transition activity for English. This will be the main English task for next week. Children are asked to **write a letter to their form-teacher**. For now, this needs to be addressed to 'Dear Form-teacher' as the school has not yet sorted out forms. This should be their very best work, and should be **hand-written onto either lined or plain A4 paper**. This should be a fairly formal piece of writing, which is why we did a formal letter this week as an English activity. I would strongly recommend that your child looks at the layout of the letter I sent as an example last Friday, and this should help them set it out appropriately. Rather than writing their home address, pupils should write the Askam Village School address (Lots Road, Askam-in-Furness, Cumbria, LA16-7DA). Here are some of the things children should remember:

- Paragraphs
- Set out like a formal letter (see last week's example)
- Neat, joined handwriting
- Good vocabulary
- Punctuation checked
- Spellings carefully checked
- Semi-formal style
- Work checked for sense

Although every letter will be different, a suggested format might be:

Paragraph 1 – Basic introduction- name, age, school, etc.

Paragraph 2 – Family information- siblings (particularly at Dowdales), pets, etc.

Paragraph 3 – Perceived strengths- favourite subjects, hobbies and interests, etc.

Paragraph 4 – Perceived difficulties- what do the children find trickier to do?

Paragraph 5 – What they are looking forward to about secondary school

Paragraph 6 – What they are concerned about in terms of secondary school (which is why we did the activity two weeks' ago- this will be a useful source of information for your children)

Paragraph 7 – Any questions they might have

Paragraph 8 – Plans for the summer, hopes, etc.

Again, this is just a guide. **The piece of work produced should be written mainly independently, as this writing will be used so that all staff across the different subjects know what the children are capable of producing.**

The children will be pleased to know that they do not have to follow the writing criteria grids for this piece of work, although if they write to the standard of which they are capable, they will automatically be including many of these features (brackets for additional detail, commas, paragraphs, etc.).

If children wish to draft a letter in their yellow books, I am more than happy to have a look at it and give them some brief feedback about how it might be improved further. You would need to take a photo of it and send it to me in the normal way.

The final product needs to be kept at home for now. How this reaches Dowdales is still being decided. **However, I would like you to send me a photo of the finished product. Please can this work be completed by Friday 15th May.**

Over the past several weeks, I have received lots of examples of excellent work. I am going to try and share some examples with Dowdales as further evidence of what the children are capable of producing in a range of subjects.

If you have any questions, please do not hesitate to contact me by e-mailing using the address you have been given.

Wishing you all a happy and safe weekend.

Best Wishes,

Mr. C.