

June 2023

SEN Transition Day: Friday 23<sup>rd</sup> June 2023

Dear Parent / Carer

We are excited to inform you that your son / daughter has been selected to participate in an extra Transition Day in advance of the next phase of his / her education at Codsall Community High School.

As Assistant Headteacher (SENCO), I am in the process of visiting the Middle Schools and observing the children as they work in their current environment. Your child's SENCO has been able to share good practice with me and I have already met a number of students to find out what their strengths are and to help reassure them about any anxieties about moving to the High School. I look forward to continuing this work and meeting you, so that we can support your child during this challenging, but exciting, phase of his / her education.

You will already be aware of the 2 Whole-School Transition Days, which will take place on Wednesday 28<sup>th</sup> June and Wednesday 5<sup>th</sup> July. The SENCO at your child's school has identified that your child will benefit from an extra day in advance of the Whole-School Days. The extra day will have a focus on supporting children with Special Educational Needs and will help with the transition from Middle School to High School.

To support with this transition, we have organised a day for pupils and a separate day for parents to visit. These days will take place on the following dates and times:

- Pupils with SEND: Friday 23<sup>rd</sup> June – 9:15 – 12:40
- Parents of Pupils with SEND: Monday 26<sup>th</sup> June – 1:15pm – 2:30pm or 5:30pm – 6:30pm

The format of the two sessions will be as follows:

Friday 23<sup>rd</sup> June

- Pupils will arrive at Middle School at the usual time, wearing Middle School PE Kit.
- Pupils will travel to Codsall High School with Staff from Middle School, to arrive at 9:15am.
- Pupils will attend initial short assembly with Assistant Headteacher (SENCO) and Head of Year
- Pupils will participate in a series of activities, including PE, Science, Maths and Team Building
- Pupils will return to Middle School by 12:40pm

Monday 26<sup>th</sup> June

- Choice of sessions for parents:
  - During the school day (1:15pm – 2:30pm)
  - Evening (5:30pm – 6:30pm)

**Codsall Community High School**

Elliotts Lane, Codsall, Staffordshire WV8 1PQ  
Tel 01902 907560 • E-mail office@cc-hs.com  
www.cc-hs.com

**Bilbrook CE Middle School**

Bilbrook Road, Codsall, Staffordshire, WV8 1EU  
Tel 01902 840910 • E-mail office@bilbrook.staffs.sch.uk  
www.bilbrookmiddle.com

**Perton Middle School**

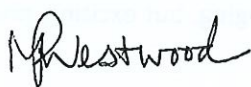
Gainsborough Drive, Perton, Staffordshire, WV6 7NR  
Tel 01902 758244 • E-mail office@per-ton-middle.staffs.sch.uk  
www.pertonmiddle.com

- Venue: Codsall Community High School (Meet at Main Reception)
- Parents will join a tour of the school, including seeing the School Restaurant, Pastoral Offices (meeting key members of staff) and will have an informal Question and Answer session about their children's experience of the transition and preparation for High School.

I really hope that our programme of transition activities, aimed at children with SEN, reassures you. It is essential that we ensure the process is smooth for your child, so that he / she can continue to the next phase of his / her education positively.

I look forward to meeting you. I would appreciate it if you could indicate that you will attend the session on Monday 26<sup>th</sup> June by completing the attached form. This will help to plan the day.

Yours faithfully



Mike Westwood  
Assistant Headteacher (SENCO)  
Codsall Community High School

Dear Mr Westwood

I am the parent of \_\_\_\_\_

I confirm that I will attend the session at Codsall Community High School for Parents of Children with SEND on Monday 26<sup>th</sup> June. I will attend the session which starts at **1:15pm / 5:30pm** (please delete as appropriate).

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