

The Transition Process

Mr Evans



Welcome to Cheslyn Hay Academy

Congratulations on your offer to Cheslyn Hay Academy. We cannot wait to welcome our new Year 7 cohort. It is fundamental that the transition process is clear and straightforward, so that you have confidence in sending your child on the next part of their education journey. These upcoming transition information packs will provide clear communication, so that you are fully aware of the way we do things at Cheslyn Hay Academy. The aims of these packs are to...



- Inform you about key pieces of essential information about joining our academy
- Answer any questions that you may have about your child taking their next step to high school
- Allow us to begin to share out culture and ethos
- To introduce you to the staff who will be supporting your child at Cheslyn Hay Academy

Meet Mr Evans!



My name is Mr Evans. I'm the transition coordinator at Cheslyn Hay Academy and have had this role for six years. I'm passionate about helping all of the students settle at Cheslyn Hay Academy, so that they have a seamless transition to High School Life. I teach RE and Sociology at the Academy and have an interest in reading books that keep me on the edge of my seat! Contact me for any questions you have about any part of the transition process.

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The transition process formally begins on open evening. This is an opportunity to look around our academy, meet staff and become familiar with the departments. Thank you in advance for your support in attending our open evening. It was also a pleasure to welcome many of you who could not make the open evening to our open mornings.

Now that we have received your application and places have been given out, we look forward to explaining how the next stage of the transition process will work.

Outreach- Initial contact with school

This is the stage where we make contact with primary schools. I have completed this role for six years and this has given me an opportunity to form long lasting, positive relationships with



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our primary school Headteachers, staff and wider community. As such, we start the process of collecting information about your child as soon as we have received notification of offers from Staffordshire County Council. We collect information such as hobbies, interests, behaviour, attendance, current academic level as well as information on who your son/ daughter best works with. This information will come from the staff who know your child most, so please rest assured that they will be in the best hands moving forward.

This information will be taken into account when we later put your child in their new tutor group.

Outreach- visit to schools

Once we have the information returned to us from primary schools, the HOH team alongside members of the SEND department will go out and visit our large primary school feeders. Our out of catchment schools will also have the opportunity to have a telephone conversation with members of the transition team. During these visits, the team will go through the information that the school has sent us and we will discuss this in more detail. Your child will then have the opportunity to meet a member of the team and will host a preliminary Q and A session with the students.

Transition in school experience

All year 6 students will be invited to attend the academy to have their two transition days. This year, they fall on the 2nd and 3rd July. This is a fantastic opportunity where the students will be able to do the following.

- Meet key staff such as their tutor, tutor group, peers and other school staff
- Familiarise themselves with the school layout
- Take away their transition booklet
- Meet our student leadership representatives, such as house captains
- Complete a variety of taster lessons to see what it is like to have lessons at Cheslyn Hay Academy

Parent information evening

In order to ensure that you are fully kept in the loop as parents and carers, there will be an opportunity to attend our Academy to find out about school life. This will include information on school transport, school uniform, key policies to name a few. You will also have an opportunity to meet key staff, such as the form tutor. This evening will take place on the 2nd July and more information will follow in due course.

