



26th June 2024

Dear Parent/Carer

Year 6 Transition Information

Thank you for attending our welcome evening on 19th June 2024. We received some wonderful feedback and the children clearly enjoyed hearing from key staff and listening to the plans for their transition. I am writing today with a few points from the evening, highlighting key dates and times of upcoming events.

Transition Week - Monday 8th July to Friday 12th July 2024

Year 6 students should arrive at Brookfield by **08.45am** using the main Chatsworth Road entrance and go to the Main Hall. Lots of Brookfield students and staff will be available to welcome and direct students to where they need to be. Students will be dismissed from school **on the first day at 2.55pm** via the Chatsworth Road exit.

All students should come in their Brookfield school uniform, however, we are allowing Year 6 students to wear their primary school footwear during transition. Many of you have already purchased uniform from one of our suppliers [Just-Schoolwear](#). You can also purchase uniform from [Gogna](#).

All students will also need to bring full equipment (details on presentation attached) and a bag. They will not need PE kit for their first day, however, they will need to come to school on Wednesday 10th July 2024 in their PE kit for our sports day and bring their PE kit with them on Friday 12th July 2024 (it does not need to be a Brookfield PE Kit).

For the rest of the transition week the start time will be **08.20am** arrival for an **08.30am** lesson start. All Year 6 students will be met every morning in the willow tree area, next to the Main Hall. The Year 6 students will be escorted to lessons each day until they feel more comfortable to move around the school independently. At the end of school, students are welcome to leave using either the Chatsworth Road exit or Upper Moor Street gates.

School Lunches

Students can either bring a packed lunch or purchase a school lunch. On day one we shall record their lunch and then you can top up ParentPay when your child returns home, paying for day one lunch and for the rest of week. Most children spend £2.50 to £3.55 a day (£2.50 for just a main meal and £3.55 for main meal, pudding and drink). Children on free school meals will have their accounts set up and be ready to use.

Your child will receive a ParentPay instruction letter in the transition pack given to students on day one, together with their transition booklet, the Home/School Agreement and ICT Acceptable Use Statement, **which will all need to be signed and handed in on day two**. We also require your consent with regard to biometric fingerprinting and photo consent.

Please could we also ask you to visit this link <https://forms.office.com/e/6zUPBvRCDw> and **complete this prior to transition on 8th July 2024.**

Contact/queries

Everyone at Brookfield is looking forward to welcoming your child into our school community. If you have any questions, please do not hesitate to contact me on 01246 568115 or through the dedicated email at Y6enquiries@brookfieldcs.org.uk

I have also attached the presentation slides from 19th June 2024 for your information.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Pippa Allan', written in a cursive style.

Mrs Pippa Allan
Assistant Headteacher/ Transition Lead