

1st May 2020



Executive Headteacher
Steve Springett-McHugh BA (Hons)

Associate Headteacher
Steve Weston BSc (Hons)

Dear Parents/Carers

We are delighted that your child will be joining Bushfield School in September. It's a big step and we are going to be working very closely with the first schools to ensure a smooth transition.

During this current period of uncertainty we can't be entirely specific about what the transition process will look like but we will keep you fully informed as soon as we are direct by central government on how and when schools will re-open.

We hope that we will still be able to hold a transition day and will confirm a date once we know more. During this day the children will meet their teacher, spend time in their new class and enjoy a picnic lunch, weather permitting. Lunches for Wyvern children would be provided by Essence Catering, however **if your child is coming from a different first school please can you provide them with a packed lunch.** When we have a date, if your child is at Wyvern School please take them to Wyvern as normal and they will be walked to Bushfield by Wyvern staff in the morning. **However, please be aware you will need to collect your child from Bushfield at the end of the day (3.10pm).** Please come to the Year 3 building. Your child's class and (Year 2) class teacher's name will be displayed on the classroom windows to help co-ordinate your collection point.

If your child is at a school other than Wyvern can we please ask that you drop them to Bushfield for **9:30am** and collect them again at **3.10pm** from the main entrance doors to the Year 3 building – there will be staff outside to direct you!

We will have to follow the government guidelines and if a transition day is not possible we will be in touch with a new plan to help your child settle in starting Bushfield. We hope that the 'Guide to Year 3' in the welcome pack will help to answer some questions and be a useful resource to share with them.

We hope to be able to, and would normally, hold an information evening for parents/carers at Bushfield where you would have the chance to meet the Senior Leadership Team, sample the meals provided by Essence Catering, speak to our uniform suppliers, meet the class teachers and visit your child's classroom. There would also be a chance for you to speak with our Inclusion Manager, Lindsey Macdonald, if you have any concerns. Depending on the updates from the government and social distancing guides we might have to send you a more detailed PowerPoint and follow this up with a phone call – again we will keep you informed.

We recognise that this welcome letter is still very much open to change and thank you for your understanding while we make arrangements to make this a successful transition for your child. We look forward to welcoming you to Bushfield.

Kind regards

Steve Springett-McHugh

Steve Weston

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Associate Headteacher

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