



ROUNDHAY  
SCHOOL  
EST. 1903

Dear Parent/Carer

We are writing to confirm the details of our transition programme for pupils joining us in September 2019.

### **Transition Days**

As you are hopefully already aware, our transition days are taking place on Tuesday 2nd July, Wednesday 3<sup>rd</sup> July and Thursday 4th July. All pupils joining us in September are required to attend on each of these days. Throughout each day pupils will spend time with their form tutor and will also take part in a variety of lesson activities. Pupils should wear their primary school uniform every day but we ask that they wear comfortable shoes/trainers as they will be taking part in some outdoor activities.

Each day will start with an assembly in the main hall at 9am. Pupils may arrive at any time from 8.15am onwards but must be seated in the main hall by 8.55am. Pupils should come straight to the main entrance where they will be met by our transition team. Given that there will be no parking available on site we would strongly encourage pupils to take the opportunity to practise their journey to and from school using the method which they will use in September e.g. walking with older siblings or friends, taking the bus or cycling. For those pupils who will be dropped off by parents we ask that they are dropped off outside of the school gates and outside of the 'no parking' restrictions. As is normal practice at the start and end of the school day, cars will not be permitted to enter the school grounds without prior arrangement. Each day will end at 2.45pm, pupils walking home with older siblings will be supervised until 3pm.

At lunchtime on each of the three days pupils will have a picnic on the school fields. We ask that pupils bring their own packed lunch on the first day only (pupils in receipt of free school meals will be provided with a packed lunch). We will then provide lunch on the following two days.

### **Transition Evening - Parents Only**

We will be holding a transition evening for parents on **Thursday 4th July at 6pm**. This event is aimed at parents and **we ask that pupils do not attend**. During the evening key staff will be introduced and essential information about the coming year will be shared. We strongly encourage all parents to attend. Parking will be available for this event on the school site. Please note that we

HEADTEACHER  
Matthew Partington

ASSOCIATE HEADTEACHER  
Jenny Hogarth

DEPUTY HEADTEACHER  
John Mattinson

will not be selling uniform at this event. Information regarding our school uniform can be found on our school website and will also be given out during the transition evening.

We look forward to working with your children during the transition days and welcoming you to our transition evening. Should you have any questions in the meantime please do not hesitate to contact us using the details stated below.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'C. Abbott'. The signature is written in a cursive style with a large initial 'C'.

Miss C Abbott

Assistant Headteacher KS3