

2 June 2025
ZSE/CGN

Dear New Year 5 Learners, Parents and Carers

Year 4 Transition into Middle School

We are looking forward to our Year 4 children progressing into our Middle School in September and are committed to making the transition from Lower into Middle School as smooth as possible so that both you and your child feel safe and supported throughout their educational journey at King's Oak Academy. To support this transition, our Middle School team have been working with the Lower School team to design a wide range of transition activities for both you and your child to participate in throughout Term 6. Please see below for a summary of the Year 4 to Year 5 transition programme and important dates for your diary.

Pre-transition support

Your child will receive a transition pack to complete during school time with their current class teacher. The pack will also contain photographs of their new learning spaces and key members of staff that they will be working with. There will also be an opportunity within the pack for your child to write/ask questions and share any worries. We will use the information gathered in the transition pack to help support your child as they move from Year 4 into Year 5.

Invitation to Cake and Coffee, at 3:30 pm on Tuesday 17 June 2025

We would like to invite you to a Coffee and Cake session in the Canteen. This will be an informal opportunity for you to meet the Year 5 and Year 6 teaching team and leaders and, if you haven't already, ask questions and share any concerns you may have. During this time, you will have the opportunity to visit the Middle School site with your child so that you can explore the Middle School learning and play areas.

Transition Activity: Tuesday 15 July 2025

On the afternoon of Tuesday 15 July, your child will have the opportunity to spend some time in their new classroom, all with their current Year 4 teacher! This is a fantastic opportunity, which will support your child in beginning to feel more comfortable in their space.

Transition Visits

The Year 5 and Year 6 teaching team, alongside key Middle School staff, have timetabled slots in Term 6 to visit your child in their Year 4 lessons. The purpose of this is to ensure that children are familiar with the faces they will see every day and begin to build trusting relationships with us. This also means that we begin to understand your child on a social, emotional and academic level.

Handover

We have timetabled sessions for the Year 5 Class Teachers to complete a handover meeting with the current Year 4 Class Teachers. This will ensure that your child's new teacher has a holistic insight into your child and will enable current support to continue and develop. It will also mean that the new teachers will have a greater understanding of what does not work for your child, and will know how to make them feel at home in their new learning environment.

Big Step-Up Day – Wednesday 2 July 2025

On Wednesday 2 July, all of our children will practice spending the day in Year 5. This will be an opportunity for children to spend time in their new spaces, with their new teacher and teaching partner teams. On this day, our focus will be on exploring and feeling comfortable in our new spaces and with our new adults. There

will also be some team building/get-to-know-you activities and opportunities, creating artwork to display in their new environment so that your child can develop a sense of belonging within this space as we move into the holidays.

How can you support your child in transitioning into Middle School?

Whilst we will continue to communicate important dates and events with your child, it would be helpful if you could also share the transition information with them as well so that they feel that both their school, parents and carers are working together throughout the transition process. To support you, we have created a child-friendly information pack for you to use below.

We look forward to welcoming you to the coffee and cake afternoon.

Kind Regards,



Zoe Side
Deputy Designated Safeguarding Lead/Transition Lead