



Cranbrook Education Campus
(A Member of the Ted Wragg Multi Academy Trust)
Headteacher: Mr Stephen Farmer
Tillhouse Road
Cranbrook
EX5 7EE
Tel: 01404 823293
www.cranbrookeducationcampus.org.uk

Thursday 3rd March 2022

Dear Parents and Carers,

Welcome!

As Head of Year 7, I am delighted to be welcoming your child to the Secondary Phase of Cranbrook Education Campus in September this year. I will be your main point of contact at the campus during the next few months, along with Caitlin Short who is the admin lead for admissions and transition.

Moving up to secondary school is an exciting and sometimes challenging time for pupils. Some children and parents might feel apprehensive about it, so I would like to take this opportunity to tell you about our comprehensive transition process which will ensure that your child is fully supported in the move from primary to secondary school.

In the near future, I will visit primary schools or meet virtually with primary teachers in order to start to gain a full picture of your child and their individual strengths and needs. Our SENDCo, Lisa Delve will be involved in these meetings too, so that all important information relating to individual and additional needs can be passed on.

I will visit all our feeder schools (either in person or virtually) over the next few months to meet the children and introduce them to our routines and expectations, answer any questions and ease any concerns that they may have. I will also talk to the students about the two transition days outlined below.

As parents, you will also have an opportunity to tell us anything else you would like us to know about your child when you complete the data collection form in preparation for September.

Transition days - save the date!

On **Thursday 7th** and **Friday 8th July 2022**, we are very pleased to be able to hold two transition days at the Campus from 08:30-15:00. All pupils starting at CEC in Year 7 in September are invited to attend for both full days. These days offer the children the opportunity to become familiar with the site and routines, experience some fun taster lessons and get to know some of their teachers and other people in their year group.

New Intake Parents Evening

On the first of these days, **Thursday 7th July**, we would like to invite you and your child to our New Intake Parents' Evening.

There will be 2 time slots:

1. 3.30-4.30pm
2. 5.30-6.30pm.

We hope that you will be able to attend at one of these times. The evening will be led by Stephen Farmer, Head of Campus, with the opportunity to have a tour of the Campus and meet your child's tutor and other key members of staff.





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Enhanced Transition for children with additional needs.

Pupils with additional needs, or who require a more personalised transition, will be invited to an enhanced transition day on **Tuesday 28th June. This will be in addition to the other 2 transition days.** I will liaise with primary teachers about who to invite. If you feel your child would benefit from this, please let their primary school teacher know.

We will write to you again as soon as we can to let you know about plans for the transition days, other transition opportunities and everything you need for September as things are finalized. This will include:

- How and where to purchase CEC school uniform.
- Equipment your child will need for September.
- The Big Step summer camp which is running on Campus during the summer holidays for children moving from primary to secondary school.
- Links to the transition pages of our website.
- The data collection form that you will need to complete for your child.

If you have any general questions, or wish to discuss any elements of our transition process further, please do not hesitate to contact us on 01404 823293, or by email: transition@cranbrook.education
If your question relates to SEND then you can use the email address: send@cranbrook.education which will put you directly in touch with our SEND team.

We look forward to meeting you and your children.

Very kind regards,

Mrs Rachel Thomas
Head of Year 7

Ms Caitlin Short
Admin lead for transition

