



Prospect Hill, Whitby, North Yorkshire YO21 1LA  
**Tel:** 01947 602406 | **Web:** [www.ccwhitby.org](http://www.ccwhitby.org) | **Email:** [post@ccwhitby.org](mailto:post@ccwhitby.org)

May 22

Dear Year 6 Students and Parents/Carers

A huge welcome from everyone at Caedmon College to you. Firstly, well done for surviving SATs week and the mixed emotions that it can often bring, for parents just as much as for students! Though SATs performance is an important piece of transition information, be reassured that the wonderful information from your primary teachers is just as valuable and meaningful to help us to ensure that your transition runs smoothly. Recently, myself and Mrs Wood have enjoyed visiting your primary schools and meeting some of you in person, and we will continue these visits in the coming weeks.

We are really looking forward to welcoming you to Caedmon for our Year 6 transition week from Monday 11 July. In order to help you to feel prepared for this time, we are holding a 'Welcome Evening' on Wednesday 6 July at 4.30pm. During this visit, you will have the opportunity to meet your new tutor and to visit your tutor room, as well as to speak to a representative from our uniform provider, the 'Laughing Whale Print and Embroidery' company. Orders can be placed on the evening, or via the company's website. During the transition week, students will experience a varied timetable and enjoy introductory lessons to the Key Stage 3 subjects. We have also planned to hold an 'Exhibition of Learning' on Thursday 14 July at 2.30pm, where students can share their learning outcomes with family. Further information on our transition week will follow at our Welcome Evening.

Inside this pack, you will find the following documents and information:

- a 'Welcome to CCW' booklet
- a 'Make a Flying Start' booklet
- a 'Parent Pay' information sheet, telling you how to join the online system that parents use to provide their son/daughter with credit to buy food at break and/or lunchtime
- a 'Consent Form' and a 'Student Record Sheet'. Please ensure that all the details, particularly the contact details and medical information, are completed carefully and in full
- a Privacy Notice
- a MyEd information card
- a 'Locker Rental Agreement' - it is not essential to return this now. However, if you wish to do so, please enclose £5.00 so that we can process your request before September.

We have enclosed a stamped addressed envelope to help you with returning these forms to us. Please can you complete the 'Consent Form', and 'Student Record Sheet' and return them to us as soon as possible. This will help us to get everything organised for you before the summer holidays. Thank you in advance for doing so.

All Year 6 parents were recently sent an email detailing their son/daughter's CCW email account and inviting students into a transition 'Google Classroom'. Thank you for your help with this. In the classroom students will find a fun survey to complete to help us get to know them a little better.

We know that the transition from primary to secondary school can be an uncertain and worrying time for parents. Please don't worry however as we are here to help. If you have any particular questions or queries, please either phone us on 01947 602406 or email us via [post@ccwhitby.org](mailto:post@ccwhitby.org), marking your email subject as 'Transition'.

We hope that you enjoy this last term in your primary school; take care and we'll see you very soon to welcome you to the Caedmon community.

Yours sincerely

A handwritten signature in cursive script that reads 'Anna Harrison'.

Mrs Harrison  
KS3: Director of Learning