

Headteacher  
School  
Address

March 2024

Dear Headteacher

### Year 6 Induction to Farlingaye

Please find enclosed letters to parents of your Year 6 students transferring to Farlingaye in September, which I would be grateful if you could distribute for me. We will be holding interviews for your students at Farlingaye and details of these are in the letters to the parents/carers. The letters contain appointments for the parent/student interviews, information about the New Intake Day and Parents' Evening and admission forms. I attach a copy of the letter for your information, together with a list of the students who have been allocated a place at Farlingaye.

To help us get to know each student quickly, and to enable us to be aware of any potential difficulties or concerns, **kindly arrange for the online Transition Form below to be completed by your Year 6 teacher(s), and submitted by Friday 26<sup>th</sup> April.** You should have received an email with the link, and a QR code is below. Please ensure you have details of Pupil Premium, SEN status and any Interventions for each student to hand as these are required on the form, where applicable.



**Farlingaye Transition Form**  
<https://forms.office.com/r/y4Em00B54y>

I have been asked about any specific guidance for when teachers 'group' students for potential form groups in September. This is a complex process and even our 'sorting hat' software struggles to deal with information we give it. I think there are a number of things to note:

1. When families visit for their interview evening, **we do not discuss friendship groups** and who they want to be with. If families do bring this up, we guarantee nothing to them.
2. We do ask families if there are relationships that cause **significant** concern and we avoid putting these students in the same groups. We try to stick to this as the most important factor.
3. When teachers speak to students about form groups for next year, they should emphasise making new friends and that Farlingaye will do its best to implement Year 6 teacher recommendations.
4. When Year 6 teachers make group recommendations, they should be in groups of 2-3. Once numbers get higher than that, large numbers of students from single schools end up in the same form. With groups of 2-3, we can manoeuvre students about much more easily.
5. Be careful about 'overlapping' groups by putting the same students in different pairings. This can cause some groups being split up by the computer software.

- Remember that if student (A) is not to be placed with student (B), that would mean that this 'not with' requirement would be for all in the group with student (A) too.

### **New Intake Day – Monday 1<sup>st</sup> July 2024**

We are looking forward to the New Intake Day taking place this year. As in previous years, the Woodbridge schools will be walking to Farlingaye and we will arrange for the other schools to be collected and returned by coach/taxi. Staff will not be required to stay at Farlingaye, but we would expect a member of staff to accompany the children on the coach. You will be notified of the exact arrangements nearer the time, but for information, the day will run from 9.30am to 2.30pm. We will let you know if there needs to be any changes to this.

Pupil Educational Records can be brought to us on New Intake Day; if this is not suitable, we would appreciate receiving these before the last week of term. If you have any information concerning CIC students or Safeguarding, please send this to Claire Hankers, Safeguarding Manager at the school.

If you have any other questions or concerns, please do not hesitate to contact me.

Many thanks for your help.

Yours sincerely



**Mr Toby Read**

Assistant Headteacher

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