



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

4th March 2024

Dear Families

Welcome

We are delighted to be welcoming your child to the Secondary Phase of Cranbrook Education Campus in September this year. My name is Mr Daniel Kelly (Deputy Head of Year 7) and I will be your main point of contact at the Campus along with Mrs Caitlin Short (Admissions Officer).

To confirm whether you intend to take up your place at Cranbrook Education Campus this September please complete [this form](#) by Friday 8th March 2024. This will help us enormously with planning for next year.

Thank you.

Moving up to secondary school is an exciting and sometimes challenging time for pupils. Some children and their families 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.

Over the course of the next few weeks, we will be asking your child's primary school teacher for detailed information, in order to start to gain a full picture of your child and their individual strengths and needs. Where needed, we will visit the school or meet with the teacher via Teams in order to have a more detailed discussion about those with particular needs. Our SENDCo, Mrs Lisa Wright will be involved in these meetings too, so that all important information relating to individual and additional needs can be passed on.

If you feel that a more detailed discussion about your child's needs would be beneficial, please make sure their primary school teacher is aware. Most primary teachers are very good at knowing who needs this anyway and will let me know, but it is a good idea to check.

I will visit our main 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. We will also talk to the pupils about the two transition days outlined below. As we did last year, we will take some of our wonderful current Year 7 pupils on these visits, as they are best placed to reassure Year 6's about transition to secondary school and answer any questions they may have.

As a parent/carer, you can also tell us anything else you would like us to know about your child in preparation for September by emailing transition@cranbrook.education any time from now.





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Transition days – Save the date - July 2024

On **Thursday 11th** and **Friday 12th July 2024**, 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 pupils in their year group.

New Intake Family Evening

On the first of these days, **Thursday 11th July**, we would like to invite you and your child to our New Intake Family Evening.

There will be 2 time slots:

- **3.30 to 4.30pm**
- **5:30 to 6:30pm**

We hope that you will be able to attend at one of these times. Nearer the time, we will ask you which you would like to attend, just to give us an idea of numbers. The evening will be led by Mr Stephen Farmer, Head of Campus, with the opportunity to have a tour of the Campus. You will meet your child's tutor and other key members of staff as well as an opportunity to see samples of uniform and equipment that is required.

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 9th July from 9am to 3pm. This will be in addition to the other 2 transition days.** We 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.

The Big Step Summer School

The Big Step Summer School will run on the Campus site from **Mon 12th - Fri 16th August 2024**. This is a very worthwhile programme with the sole aim of preparing pupils for Secondary school. Full details are included on the flyer also attached to this email. The Big Step is run by an external provider and the approximate cost for a whole week of activities is £120 per child. You can secure your child's place with just a £20 deposit and pay the





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rest at your convenience (or opt for an automatic payment plan). If your child is entitled to benefit related free school meals you can receive a 50% discount. If you think you're eligible for this discount, please contact info@thebigstep.org before booking.

Please see the flyer attached to your welcome email, visit The Big Step Website [here](#) or email info@thebigstep.org to book your palace and request a payment plan.

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

- How and where to purchase CEC school uniform;
- Equipment your child will need for September;
- Expectations and routines;
- 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 by emailing: transition@cranbrook.education

If your question relates to Special Educational Needs then you can use the email address: secondarysednco@cranbrook.education which will put you directly in touch with our SEND team.

In the meantime, you can visit the transition page on our website [here](#), where you can find examples of sample lessons, information about our day to day routines, and videos from last year's tutors, pending everything being updated in due course as plans fall into place.

We look forward very much to meeting you and your children.

Very kind regards,

Mr Daniel Kelly
Deputy Head of Year 7

Mrs Caitlin Short
Admissions Officer

