



# Easthampstead Park Community School

Ringmead  
Bracknell  
Berkshire  
RG12 8FS

Tel: 01344 304567  
Fax: 01344 867862  
email: [info@epschool.org](mailto:info@epschool.org)

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Dear Parents/Carers and our new Students,

Firstly, we are very pleased to hear that your child has been allocated a place at Easthampstead Park Community School (EPCS) and we look forward to you joining us in September.

Following on from our Headteacher, Mrs Cook's letter, I would like to introduce myself. My name is Miss Preston and I am Head of Discovery School. I have been Head of Year 7 for a number of years and always oversee the transition process, I am very familiar with the trials and tribulations of starting big school for both students and parents alike.

Transition is one of my favourite roles, I really enjoy getting to know all of you and ensuring that your transition from primary to secondary school is as smooth as possible. I am delighted to be a part of this major milestone in your child's life.

This year, transition is not going to be the same as usual. Please rest assured that we are working hard to overcome the challenges of Covid-19 and our aim is to provide the best possible transition experience within the constraints of the current situation. We have planned for all manner of scenarios and are liaising with other transition leads from local secondary schools to ensure all students receive the same experience.

At this moment in time I cannot tell you what our transition process will look like this year, but please know, it is of utmost importance for us as a school.

Year 6 students, I know that starting secondary school is a very exciting time, but can also be quite daunting as you transfer from a relatively small school to a larger one. The thing that most students worry about initially, is getting lost as you move around the school site. Try not to worry too much about this, as we will make sure that you are given a tour around the school site. We will not throw you in at the deep end! There will also be plenty of other adults and students who are happy to help and will assist you if you get lost. There are a lot of signs around the school which tell you the names of the buildings and this will also help you learn quickly where you need to go. I know you will have a lot of questions about starting secondary school and I will provide you with the opportunity to ask any questions you may have.

I also realise at the moment that you may be more anxious as schools are closed and starting again is going to feel very strange. Please try not to worry, as we will be in regular contact with you and your parents and your Year 6 teachers. We will do our very best to ensure that your introduction to EPCS is as smooth as possible and we are all here to help you through it.

Although some of you may be familiar with our school site or have visited EPCS for different workshops, starting secondary school is a little different. If you have any worries, concerns or questions, please send an email to [transition@epschool.org](mailto:transition@epschool.org) and we will do our best to answer you.

A large team supports the transition of Year 7: Miss Buchanan - Assistant Headteacher/SENCo, Mrs Osborn – Deputy Designated Safeguarding Lead and Miss Harling - Transition Support. Mrs Spurdle and Mrs Norris are our Pastoral Assistants, who work along with your dedicated form tutors.



Headteacher: Mrs Liz Cook MA, BA (Hons)

All staff are looking forward to welcoming you to EPCS and to make you part of our school community.

We have a dedicated page for transition on our school website – [www.epschool.org](http://www.epschool.org) and we have made a couple of information videos for you which you can access via YouTube; the links are <https://youtu.be/l4QqT1PJAj8> and <https://youtu.be/inSSp0Mcv0E>.

We encourage parents to join our Facebook Parents Group which also has a dedicated group for transition: <https://www.facebook.com/groups/1972576989678650>.

**Included in this pack are five documents which all need to be completed and returned ASAP using the pre-paid envelope included for your convenience:**

- Registration form
- Home Learning Agreement (to be signed by both Parent and Student)
- Responsible Internet Use - Agreement and Consent
- Biometric Opt-in form
- Year 7 planned events permission slip

**Please take the time to read through the Home Learning Agreement and Responsible Internet Use information with your child and sign up to them; returning these with the completed Registration Form which I ask you to ensure is answered as fully as possible. We have enclosed a pre-paid envelope for your convenience. Please post into any post-box.**

We really want to offer you a good service and ensure we communicate clearly; having accurate and up-to-date email addresses and telephone contact information helps us to do this. Should your details change in the future, please ensure you have updated your details by emailing [info@epschool.org](mailto:info@epschool.org).

I am really looking forward to meeting you and your family in person, when possible, but in the meantime, if you have any questions please do not hesitate to get in touch with us.

Yours faithfully



**Miss L Preston  
Head of Year 7 and Discovery School**