



March 2024

Dear Parent/Carer

Welcome to the Wrenn School community.

With the allocations arriving this week, we wanted to communicate with you as quickly as possible to reassure you that we are already giving the transition arrangements our fullest attention. We are always determined to ensure the transition from Year 6 to Year 7 will be a positive experience and will fully address all academic learning and personal development.

It is an exciting time for all students moving up to secondary school and everyone at Wrenn School will be working hard to ensure that the experience is rewarding for all involved. I would like to welcome your child to the school and explain specific aspects of the secondary transfer process which I believe that you will find helpful. An important figure throughout the process will be our Transition Lead, Mrs Fitzjohn who leads and co-ordinates the transition process. Mrs Fitzjohn, Mrs Gordon and the key administration and pastoral team members will be making as much contact as possible with students through a variety of means. Mrs Bhojani will support with much of the administration contact and logistics.

Visits will take place in person to students in their primary schools throughout May and June. Our fantastic Primary School Ambassadors will join the transition team on these visits, and this will enable the Year 6 students to connect to people they will see on a daily basis and on the transition days in July. This will give us an opportunity to meet the students and provide them with a glimpse into what life is like at Wrenn School.

We also look forward to talking to their Year 6 teachers so that we can gather as much information as possible which we will use to inform the way that we organise teaching, learning and pastoral care.

All students will participate in induction days when they visit the school. These visits are scheduled to take place on Monday 1st and Tuesday 2nd July. These days are Wellingborough-wide induction days where all Year 6 students visit their new schools.

The induction days will be based around team-building activities and taster lessons. This will give them a chance to meet their form tutor, to get to know others in their form and to enjoy many tours of the school. They will meet many members of staff throughout the induction days undertaking a variety of lessons to ensure they have a chance to see what daily life will be like in Year 7.



The other key date is when parents/carers will have the opportunity to visit Wrenn School and to meet staff on Thursday 20th June at our induction evening. More information will go out regarding this event nearer the time.

Arbor – Our School communication and database system

You will receive a separate email from our database system Arbor. You will need to create your account to activate all the information gathering process. The creation of the account needs to be done in a specific way to ensure the account can be activated.

These are the specific details of the logging in process:

- When parents/carers log on to Arbor for the first time it can be through Google Chrome, Safari, Edge for example and can be done on a mobile, tablet, desktop or laptop.
- [Click here](#) to access the guide.
- Once your password has been set up, you can log into the Parent Portal by going to login.arbor.sc and inputting your email address and password. If you have a child at more than one Arbor school, you will be asked to select the appropriate school. Enter your password, then click Log in.
- Students must also first log in using Google Chrome for example on a mobile, tablet, desktop or laptop to <https://wrenn-school.uk.arbor.sc>
- Students cannot use the app- it is only for parental accounts. We would be grateful if you would complete all the information forms on Arbor as soon as possible after the link goes live. Further exemplification of GDPR Compliant Privacy Notices on the use of data can be found on the Wrenn School website.

I would like to take this opportunity to emphasise just how important these medical and personal information forms are. To safeguard your child, we are required to have 2 contacts in the emergency contact information section in case the first one is not reachable. Please ensure there are 2.

If your child is taken ill or is injured whilst at school, it is vital that we are able to contact a parent/carer during the working day. If this is not possible, then the name of a relative, friend or neighbour who could take responsibility for your child is required. If we do not receive this information by 24th June 2024, we reserve the right to withdraw your child's place for the transition days.

Email addresses are now essential as a means of communicating with parents, so please ensure a valid email address is supplied. We send letters, reports, newsletters, and all other communications via email.



The personal details form asks you to indicate who has parental responsibility for your child as defined by the “Children Act” (1989). This status is quite separate from issues of residency.

We have a dedicated transition email address so you can easily communicate with us. Mrs Fitzjohn, Transition Lead, plus other senior staff will respond to any questions that you may have as soon as possible.

The address is: transition@wrennschool.org.uk

You will also find other information on our Wrenn School website by going to the ‘parents’ tab at the top of the page. This will lead you to the Year 6 into Year 7 Transition section.

If you would like to keep up to date with our school news and events, please do follow out official social media channels on Facebook and Twitter.

To aid the transition process and settling in as best as possible we run a summer school in August for 150 students, this will take place from 19th –24th August. We also have two dedicated after school sessions where students are who are very anxious about starting can visit the school and take part in some activities that help them to get to know students and the school in a much smaller and quieter environment before the transition days.

We are all looking forward to meeting both you, the students and to establishing a close partnership working throughout transition and beyond. We will be in touch again after Easter with more detailed plans of the events and the new parents induction pack.

Yours sincerely,

Laura Parker
Acting Principal