



9 June 2025

Dear Parent/Carer,

## King Edward VI School Transition Days 2025

I am delighted that Year 6 will be joining us on Monday 14 July and Tuesday 15 July 2025 for our Transition Days at King Edward VI School. I am writing to let you know some important details about these days.

Please drop and collect your child at the Spring Lane pedestrian entrance. Members of staff will be on hand to guide them in to the school to be organised into their groups, meet their pastoral team and attend an assembly. If you will be collecting your child at the end of the school day, please do so from the same location. You will need to make your own arrangements regarding travel to and from the school but you do not need to let us know your child's travel arrangements. Each day will start at 8.30am and finish at 3.20pm.

Students will be involved in activities designed to help them settle in, make friends and feel comfortable in their new school. They will have the opportunity to look around the school, meet their form tutor and experience a variety of lessons taught by subject specialists. They will spend both days with their tutor group. We are currently arranging all of the students into tutor groups. Once this process is complete we will email you with an individual colour. This colour will correspond to your child's tutor group. It will be a huge help and make it much easier to organise them into their tutor groups if you can ensure that they remember their designated colour.

Students do not need to wear their primary school uniform. Instead, we ask that students wear clothes and trainers suitable for PE. Although they might not be doing PE on both days, this should provide comfort and be cooler in the (hopefully) warm weather. Please ensure your child also brings the following items:

- Packed lunch or £3.50 cash for school dinner
- Pencil case
- Sunscreen and hat
- Bottle of water
- Any prescribed medicines\*\*

Students will need to either bring a packed lunch or £3.50 cash if they would like to try a school dinner. This will consist of a hot main meal and a drink or a dessert. There will be vegetarian and vegan options available. To see the menu options and to help our catering team know how much food to cook could you please complete this form: <https://forms.cloud.microsoft/e/n90feLetmG> by Monday 30 June 2025 to indicate whether your child will be bringing a packed lunch or buying the hot meal in school. Please still complete this form even if your child receives Free School Meals.

If your child normally receives Free School Meals and you would like us to provide a packed lunch for the Monday, please email Mrs Dunning: [dd@king-ed.suffolk.sch.uk](mailto:dd@king-ed.suffolk.sch.uk) by Monday 30 June 2025.

**\*\*Please send any medication in with your child. They can be handed in to Miss Skittrall in the First Aid Room on the first Transition Day. Please ensure that all medicines are in the original packaging and clearly labelled with your child's name and date of birth.**

If your child is unwell on the day, please contact the school on: 01284 761393. It is essential that you do this on the morning of each day your child is absent. **If you know in advance that your child is unable to attend any or all of these days** or if you have any questions relating to transition please email: [transition@king-ed.suffolk.sch.uk](mailto:transition@king-ed.suffolk.sch.uk) or contact Mrs Dunning on 01284 761393 ext 252.

We very much look forward to welcoming the students to King Edward VI School.

Yours faithfully

A handwritten signature in black ink, appearing to read 'H Scarlett', written in a cursive style.

Miss H Scarlett  
Co-Head of Year 7