



# **Year 4 - 5 Transition**

## **September 2022 - 2023**

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# Introduction

This booklet is for parents/carers of pupils starting Edward Peake C of E Middle School in September 2022. The booklet provides useful information about the transition process for your child and helps you to prepare for the start of their time at middle school.

## Transition Team

The following members of staff will oversee the transition process:

- Miss Linington - Headteacher
- Miss Butchard - Deputy Headteacher, Designated Safeguarding Lead, Designated teacher for CLA/PCLA, Inclusion Lead, Senior SENDCo
- Miss Mall - Year Leader of Year 5
- Miss R Peate: SENDCo
- Mrs Phillips - Inclusion Administration Manager
- Ms Chatwin, Miss Lee, Mrs Murray and Mrs Harding - Administration Team

# Forms to complete

It is important we have all the information we need to support your child through their transition. All forms can be accessed from Thursday 9 June 2022 via the school website on our dedicated transition page ([www.edwardpeake.beds.sch.uk/transition](http://www.edwardpeake.beds.sch.uk/transition)). Please ensure that all forms have been **completed by Monday 20 June 2022**.

## **New Starter Form**

The form ensures that we have up to date information about your child and that we have the correct details of who to contact in the case of an emergency.

## **Parent/Carer/Guardian and Pupil Questionnaire**

We are looking forward to welcoming approximately 130 pupils in Year 5, who will be placed in 5 tutor groups. We make every effort to ensure the tutor groups are well balanced in relation to gender, ability and interests. The completion of the questionnaires assists us in the organisation of the form groups.

## **Transition Day Consent Form**

We will be welcoming your child to the school on Friday 8 July 2022 for their Transition Day. Please complete the reply slip attached to the letter to ensure we are fully prepared for your child's visit to the school.

# School Uniform

A high standard of personal appearance is expected of all pupils and anyone arriving at school in non-uniform will be loaned a spare uniform for the day.

- Hair colour and style must be appropriate for school. Long hair must be tied back.
- Jewellery (other than a single pair of flat stud earrings), make up including false nails/nail varnish and excessive hair gel are not permitted.
- Coats and other outdoor clothing may not be worn in school.
- Pupils arriving in boots of any kind must leave them in the locker area and wear suitable shoes in school at all times.
- Should you wish to discuss the wearing of prohibited jewellery for religious or cultural reasons, please contact us before sending your child to school.

## **School Uniform**

- \*Navy blue polo shirt embroidered with school emblem
- \*Navy blue sweatshirt with school emblem
- Grey, navy or black tailored skirt – knee length only; no denims, cords, tight or fashion style
- Grey, navy or black tailored trousers no denims, cords, tight, leggings or fashion styles
- Plain black formal, medium-cut shoes; **NOT** trainers or boots
- Plain black, navy, grey or white (not trainer) socks

## **PE Kit**

### **Indoor PE Kit**

- \*Sky blue PE polo shirt with school emblem
- Plain Black shorts (not cycle shorts)
- Plain white trainer/sports socks
- Trainers (non marking, no black soles)

### **Outdoor PE Kit**

- Navy rugby top with school emblem, acceptable alternatives can be - plain navy/black long sleeved jumper or our hoodie with school emblem (these are the only hoodies permitted to be worn during PE lessons),
- Sky blue football socks

### **Weather and activity permitted**

- Plain navy/black tracksuit trousers
- Football boots (astro-turfs can be used) - needed from October to April
- Shin pads - needed from October to April
- Gum Shield - needed for hockey and rugby (optional for KS2)

\* Only available to order online via the school website.

**Please ensure that all uniform and PE kit is named.**

## **Ordering Uniform**

Our school uniform is now only available to order online direct from our supplier Price and Buckland. To order uniform please go to our website [www.edwardpeake.beds.sch.uk](http://www.edwardpeake.beds.sch.uk) and follow the link. If you do not have internet access please ring Price and Buckland on 01159 640827.

### **Pupil Premium**

If your child is in receipt of Pupil Premium funding, we are able to support the costs of uniform by providing a one use **50% voucher code** for Price and Buckland. To secure the discount, please contact the school office. You will be issued with a discount code which can be used when you order the uniform online through Price and Buckland.

# Equipment List

Pupils will require the following equipment:

- Black/blue writing pen (not cartridge pen)
- Pencil
- Coloured pencils/fine fibre tips
- Pencil eraser
- Pencil sharpener
- 30 cm Ruler (non bendy)
- Glue stick
- A4 plastic wallet or folder for homework

Tippex/Liquid paper is NOT allowed in school.

**Please ensure bags and pencil cases are named.**

## **Pupil Premium**

If your child is eligible for PP funding we are able to support with equipment requirements. Please notify your child's current class teacher at their Lower School and they will pass this information on to Edward Peake.

# Transition Day

Transition Day for all Year 4 pupils joining us in September, has been scheduled for Friday 8 July 2022.

Pupils are expected to arrive between 8.30am - 8:40am. Members of staff will greet pupils and direct them towards the playground.

Pupils will have the opportunity to meet their classmates and class teacher, with whom they will spend the day. Pupils will also meet their buddy and receive a tour of the school before completing a number of fun and exciting activities, in preparation for starting school in September.

Pupils will finish school at 3:20pm and can be collected from the school gate or walk home on their own. Please indicate on the reply slip attached to the transition letter, how your child will be travelling home. Children from Caldecote, Northill and Dunton will be able to use the school bus on this day to travel to and from Edward Peake.

## **Uniform and equipment for Transition Day**

Pupils should wear their own lower school uniform on the day. They will not need to bring any equipment but it may be advisable for them to bring a water bottle if they have one. Please ensure the water bottle has been labelled with your child's name and lower school. Please do not allow your child to bring anything valuable into school.

## **Lunch and morning break snacks**

Your child may have a school lunch at a cost of £2.50 or bring their own packed lunch. School lunches can be paid using cash or cheques. Cheques need to be payable to 'EPMS'. Please place cash and cheques in an envelope with your Child's full name and current lower school. Your child can also purchase a drink with prices ranging from 45p to 75p. Please can you confirm if your child will be having a school dinner or packed lunch on the 'Transition Day Consent Form' Google Form which can be found on the school website.



Your child is welcome to bring in their own morning snack or can also purchase a snack from the snack trolley during morning break, prices range from 25p - 50p. A selection of drinks are also available, prices range from 40p - 75p.

Below is a sample of the school's current lunch menu.



Week 1 19 April 9 May 7 June 27 June 18 July	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Beef, Chicken or Veggie Burger Potato Wedges  Baked Beans Vegetables	Chicken Pie Macaroni Cheese Noisette/Mash Potato Vegetables	Roast Pork & Stuffing Quorn Fillet  Pasta Bake Roast/Mash Potatoes Vegetables	Chicken Balti Quorn Balti Rice & Naan Bread Egg & Cheese Flan Spicy Potatoes Vegetables	Fish Fingers Southern Fried Chicken Quorn Nuggets Chips or Pasta Baked Beans/Hoops/ Peas or Sweetcorn  <b>NO PASTA KING</b>
	American Pancakes Shortbread	Chocolate Sponge Chocolate Sauce Strawberry Whip	Apple Crumble Custard Jelly	Waffles Ice Cream	Cookies
Week 2 25 April 16 May 13 June 4 July	Sausages Quorn Sausages Mash Potato Vegetables	Beef Lasagne Quorn Lasagne Vegetables	Roast Turkey & Stuffing Quorn Fillet Veggie Pasta Bake Roast/Mash Potato Vegetables	Chicken Korma Quorn Korma Rice & Naan Bread Beef Burritos Spicy Potatoes Vegetables	Cheese & Tomato Pizza Pepperoni Pizza Southern Fried Chicken Quorn Nuggets Chips or Pasta Baked Beans & Hoops Peas or Sweetcorn  <b>NO PASTA KING</b>
	Cherry Chocolate Sponge Custard	Shortbread Fresh Fruit Salad	Apple Sponge Custard Chocolate Whip	Chocolate Brownies Jelly	Mixed Muffins
Week 3 2 May 23 May 29 June 11 July	Meatballs Quorn Meatballs Spaghetti Vegetables	Chicken Stir Fry & Rice Cheese & Onion Pasty Noisette Potatoes Vegetables	Roast Beef & Yorkshire Pudding Quorn Fillet Pasta Bake Roast/Mash Potatoes Vegetables	Chicken Rogan Josh Quorn Rogan Josh Rice & Naan Bread Egg & Cheese Flan Spicy Potatoes Vegetables	Battered Fish Southern Fried Chicken Quorn Nuggets Chips or Pasta Baked Beans & Hoops Peas or Sweetcorn  <b>NO PASTA KING</b>
	Jam Sponge Custard Fruit Cocktail	Iced Sponge Fruit Pot	Cornflake Tart Custard Flapjack	Oaty Cookies Toffee Whip	Chocolate Krispie

Fresh bread and salad are available daily

Fresh Fruit & Yogurt / Cheese & Biscuits are available daily

## Timetable for the day

8.30am - 8:40 am	Pupils arrive at school and wait on the playground.
8.40am	Pupils will be informed of their class teacher and make their way to their classrooms. Pupils will spend the day with their new class teacher and class.
8.55am	Registration and Collective Worship
9.10am	Lesson 1
10.10am	Lesson 2
11.10am	Morning break
11.25am	Lesson 3
12.25pm	Afternoon Registration and Community Circle
12.40pm	Lunch
1.20pm	Lesson 4
2.20pm	Lesson 5
3.20pm	End of School

## Transport

### Bus Passes for September 2022

If you have applied for a bus pass, it should be sent directly to your home address.

***If you live in Central Bedfordshire*** - please apply direct to Central Bedfordshire Council using the following website address:

[https://www.centralbedfordshire.gov.uk/info/3/schools\\_and\\_education/530/apply\\_for\\_school\\_transport](https://www.centralbedfordshire.gov.uk/info/3/schools_and_education/530/apply_for_school_transport)

# Term Dates 2022-2023



## Academic Calendar - 2022/2023 BCUS version

	School Holiday	Bank Holiday	Pupil Day	Training Day
	September 2022	October 2022	November 2022	December 2022
Mon	5, 12, 19, 26	3, 10, 17, 24, 31	7, 14, 21, 28	5, 12, 19, 26
Tue	6, 13, 20, 27	4, 11, 18, 25	1, 8, 15, 22, 29	6, 13, 20, 27
Wed	7, 14, 21, 28	5, 12, 19, 26	2, 9, 16, 23, 30	7, 14, 21, 28
Thu	1, 8, 15, 22, 29	6, 13, 20, 27	3, 10, 17, 24	1, 8, 15, 22, 29
Fri	2, 9, 16, 23, 30	7, 14, 21, 28	4, 11, 18, 25	2, 9, 16, 23, 30
Sat	3, 10, 17, 24	1, 8, 15, 22, 29	5, 12, 19, 26	3, 10, 17, 24, 31
Sun	4, 11, 18, 25	2, 9, 16, 23, 30	6, 13, 20, 27	4, 11, 18, 25
	January 2023	February 2023	March 2023	April 2023
Mon	2, 9, 16, 23, 30	6, 13, 20, 27	6, 13, 20, 27	3, 10, 17, 24
Tue	3, 10, 17, 24, 31	7, 14, 21, 28	7, 14, 21, 28	4, 11, 18, 25
Wed	4, 11, 18, 25	1, 8, 15, 22	1, 8, 15, 22, 29	5, 12, 19, 26
Thu	5, 12, 19, 26	2, 9, 16, 23	2, 9, 16, 23, 30	6, 13, 20, 27
Fri	6, 13, 20, 27	3, 10, 17, 24	3, 10, 17, 24, 31	7, 14, 21, 28
Sat	7, 14, 21, 28	4, 11, 18, 25	4, 11, 18, 25	1, 8, 15, 22, 29
Sun	8, 15, 22, 29	5, 12, 19, 26	5, 12, 19, 26	2, 9, 16, 23, 30
	May 2023	June 2023	July 2023	August 2023
Mon	1, 8, 15, 22, 29	5, 12, 19, 26	3, 10, 17, 24, 31	7, 14, 21, 28
Tue	2, 9, 16, 23, 30	6, 13, 20, 27	4, 11, 18, 25	1, 8, 15, 22, 29
Wed	3, 10, 17, 24, 31	7, 14, 21, 28	5, 12, 19, 26	2, 9, 16, 23, 30
Thu	4, 11, 18, 25	1, 8, 15, 22, 29	6, 13, 20, 27	3, 10, 17, 24, 31
Fri	5, 12, 19, 26	2, 9, 16, 23, 30	7, 14, 21, 28	4, 11, 18, 25
Sat	6, 13, 20, 27	3, 10, 17, 24	1, 8, 15, 22, 29	5, 12, 19, 26
Sun	7, 14, 21, 28	4, 11, 18, 25	2, 9, 16, 23, 30	6, 13, 20, 27

Term 1 - 72 days      Term 2 - 59 days      Term 3 - 64 days = 195 days

Pupil contact will amount to 190 of the 195 days. Schools will be closed on five of the 195 days. These five days will enable teacher training to take place in accordance with Teachers' Conditions of Service. Training days set as follows: Thursday 1 September - Friday 2 September 2022 (2 days), Monday 31 October 2022 (1 day), Tuesday 3 January 2023 (1 day) and Monday 17th April 2023 (1 day).

The law requires that a parent ensures that their child receives a full and efficient education. If you enrol your child at a school, then you must ensure that they attend regularly. Regular school attendance is defined as being in accordance with the rules prescribed by the school and means that if the school is open for 190 days, then this is what your child is expected to attend.

# School Contact Details

Address: Potton Road  
Biggleswade  
Beds  
SG18 0EJ

Telephone: 01767 314562

Fax: 01767 314006

E Mail: [info@edwardpeake.beds.sch.uk](mailto:info@edwardpeake.beds.sch.uk)

School Website [www.edwardpeake.beds.sch.uk](http://www.edwardpeake.beds.sch.uk)