



Year 4 - 5 Transition

September 2023 - 2024

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Introduction

This booklet is for parents/carers of pupils starting Edward Peake C of E Middle School in September 2023. 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, Deputy Designated Safeguarding Lead
- Miss Mall - Year Leader of Year 5
- Ms Anderson - SENDCo
- Mr Scoot - Safeguarding & Pastoral Manager, Designated Safeguarding Lead
- Miss Taylor - Inclusion Administration Manager
- Miss Lee, Mrs Harding and Mrs Sharp - 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 via the school website on our dedicated transition page

(<https://www.edwardpeake.beds.sch.uk/parents/transition>). Please ensure that all forms have been completed by **Monday 12 June 2023**.

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 117 pupils in Year 5. 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 7 July 2023 for their Transition Day. Please complete the 'Transition Day Consent Form' 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 or black trainers (triple black, all parts of the trainers must be black) with a black sole; **NOT** 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 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 7 July 2023.

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 50p - £1.00. A selection of drinks are also available, prices range from 50p -£1.00).

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



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1 8 May 5 June 26 June 17 July	Beef or Chicken Burger Quorn Sausage Pasta Bake Seasonal Vegetables Chips	Beef Bolognese Spaghetti Quorn Bolognese Macaroni Cheese Garlic Bread Seasonal Vegetables	Roast Gammon Quorn Fillet Pasta Bake Roast Potatoes Seasonal Vegetables	Chicken Korma Rice & Naan Bread Spicy Potatoes Egg & Cheese Flan Seasonal Vegetables	Fish Cake Southern Fried Chicken Quorn Nuggets Chips Seasonal Vegetables Baked Beans or Hoops
	Doughnuts	Iced Sponge	Jelly Shortbread	Chocolate Crispie	Arctic Roll
Week 2 15 May 12 June 3 July	Hot Dogs Pasta Bake Wedgies Green Beans / Sweetcorn	Chicken Fajitas Macaroni Cheese Curly Fries Seasonal Vegetables	Roast Turkey & Stuffing Quorn Fillet Pasta Bake Roast Potatoes Seasonal Vegetables	Chicken Tikka Masala Quorn Tikka Masala Rice & Naan Spicy Potatoes Seasonal Vegetables	Sausages Quorn Nuggets Fish Fingers Chips, Plain Pasta BBQ Beans, Hoops Seasonal Vegetables
	Waffles	Muffins	Whips & Jelly	Flapjack / Chocolate Tart	Chocolate Cookies
Week 3 22 May 19 June 10 July	Sweet & Sour Chicken Rice Pasta Bake Green Beans / Sweetcorn	Chicken Pie Vegetable Pie Mash & Gravy Seasonal Vegetables	Roast Beef & Yorkshire Pudding Quorn Fillet Pasta Bake Roast Potatoes Seasonal Vegetables	Chicken Jalfrezi Quorn Jalfrezi Rice & Naan Bread Spicy Potatoes Seasonal Vegetable	Margarita Pizza Pepperoni Pizza Battered Fish Chips Seasonal Vegetables Baked Beans or Hoops
	Ice Cream	Chocolate Cherry Sponge	Jelly Gingerbread	Chocolate chip shortbread Whips	Chocolate Crispie

Salad, Fruit, Yoghurt and 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 2023

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

Term Dates 2023-2024



Academic Calendar - 2023/2024 – BCUS

School Holiday
 Bank Holiday
 Pupil Day
 Training Day

September 2023							October 2023							November 2023							December 2023								
Mon			4	11	18	25	Mon			2	9	16	23	30	Mon			6	13	20	27	Mon			4	11	18	25	
Tue			5	12	19	26	Tue			3	10	17	24	31	Tue			7	14	21	28	Tue			5	12	19	26	
Wed			6	13	20	27	Wed			4	11	18	25	Wed			1	8	15	22	29	Wed			6	13	20	27	
Thu			7	14	21	29	Thu			5	12	19	26	Thu			2	9	16	23	30	Thu			7	14	21	28	
Fri			1	8	15	22	29	Fri			6	13	20	27	Fri			3	10	17	24	Fri			1	8	15	22	29
Sat			2	9	16	23	30	Sat			7	14	21	28	Sat			4	11	18	25	Sat			2	9	16	23	30
Sun			3	10	17	24	Sun			1	8	15	22	29	Sun			5	12	19	26	Sun			3	10	17	24	31

January 2024							February 2024							March 2024							April 2024								
Mon			1	8	15	22	29	Mon			5	12	19	26	Mon			4	11	18	25	Mon			1	8	15	22	29
Tue			2	9	16	23	30	Tue			6	13	20	27	Tue			5	12	19	26	Tue			2	9	16	23	30
Wed			3	10	17	24	31	Wed			7	14	21	28	Wed			6	13	20	27	Wed			3	10	17	24	
Thu			4	11	18	25	Thu			1	8	15	22	29	Thu			7	14	21	28	Thu			4	11	18	25	
Fri			5	12	19	26	Fri			2	9	16	23	Fri			1	8	15	22	29	Fri			5	12	19	26	
Sat			6	13	20	27	Sat			3	10	17	24	Sat			2	9	16	23	30	Sat			6	13	20	27	
Sun			7	14	21	28	Sun			4	11	18	25	Sun			3	10	17	24	31	Sun			7	14	21	28	

May 2024							June 2024							July 2024							August 2024								
Mon			6	13	20	27	Mon			3	10	17	24	Mon			1	8	15	22	29	Mon			5	12	19	26	
Tue			7	14	21	28	Tue			4	11	18	25	Tue			2	9	16	23	30	Tue			6	13	20	27	
Wed			1	8	15	22	29	Wed			5	12	19	26	Wed			3	10	17	24	31	Wed			7	14	21	28
Thu			2	9	16	23	30	Thu			6	13	20	27	Thu			4	11	18	25	Thu			1	8	15	22	29
Fri			3	10	17	24	31	Fri			7	14	21	28	Fri			5	12	19	26	Fri			2	9	16	23	30
Sat			4	11	18	25	Sat			1	8	15	22	29	Sat			6	13	20	27	Sat			3	10	17	24	31
Sun			5	12	19	26	Sun			2	9	16	23	30	Sun			7	14	21	28	Sun			4	11	18	25	

Term 1 – 70 days
 Term 2 – 57 days
 Term 3 – 63 days = 190 days
 Pupil contact will amount to 190 days. There are an additional five days for teacher training to take place in accordance with Teachers' Conditions of Service.
 Training days set as follows: Friday 11 Monday 4 September 2023 (2 days), Monday 30 October 2023 (0 day), Tuesday 2 January 2024 (1 day), Monday 15 April 2024 (1 day).

School Contact Details

Address: Potton Road
Biggleswade
Beds
SG18 0EJ

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Fax: 01767 314006

E Mail: info@edwardpeake.beds.sch.uk

School Website www.edwardpeake.beds.sch.uk