



01 May 2025

Dear Parent/Carer

## **Welcome to Duke's Secondary School!**

We are delighted to welcome you and your child to Duke's Secondary School. Starting secondary school is a significant milestone, and we are committed to ensuring that the transition is a smooth and positive one.

Over the coming weeks, you will receive key information about our transition programme and how we will support your child to be ready for year 7. We want them to settle in quickly, make new friends, and feel part of the Duke's family from day one.

We will be hosting two workshops for parents on the dates below. The first will be to welcome you to Duke's and to discuss the plans for transition, both in your child's primary school and here at Duke's. The second workshop will be to help both you and your child to be 'Duke's READY' – we'll share with you the expectations and routines for our year 7 students and outline how we hope to work together to make sure it's a great year for all. These workshops are for parents/carers – students do not need to attend.

**Workshop 1 'Transition' – Wednesday 21<sup>st</sup> May 5.00pm – 6.00pm – Duke's Main Hall**

**Workshop 2 'Life in Year 7' – Wednesday 9<sup>th</sup> July 5.00pm – 6.00pm – Duke's Main Hall**

We understand that you may have questions or concerns, and we are here to support both you and your child every step of the way. The above workshops will hopefully answer all the questions you have, but in the meantime if you have any queries please get in touch.

We are looking forward to meeting you and working together to ensure your child has a happy and successful start at Duke's.

Yours sincerely

*K Black*

Mrs K Black  
Director of Primary to Secondary Transition

Email: [katie.black@dukes.ncea.org.uk](mailto:katie.black@dukes.ncea.org.uk)

Phone: 01670 816111 ext 330

