COLLIS PRIMARY SCHOOL

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Headteacher: Kevin Hogston
Lead Assistant Heads: Melissa Humphries and Sophie Macartney

3rd June 2025

Dear Parents and Carers,

Class Mixing for Years 2 and 3 for September 2025 (Letter 2)

We are writing to update you further on the reorganisation of classes in Years 2 and 3 for September 2025. This letter outlines the timetable, procedure, and parent communications for the transition. We have shared this information with some members of the Parent Focus Group to ensure the process is considered from a parental perspective.

To support a smooth transition, we ask parents to list four or five pupils their child works well with; we are calling this the *friendship form*. Selected friends can be from their current class or another class in the year group. You must list four or five names, and we will do our best to ensure that at least one of these children will be in your child's new class. To minimise potential issues, this form should be completed at home and returned in a sealed envelope to your child's teacher by Monday 9th June. We kindly ask that children do not discuss their choices with classmates. We will also ensure that approximately one third of your child's current class remains with them. Parents do not need to coordinate or match choices with the parents of the children their child selects.

Why are we doing this? Class mixing is a well-established practice in many primary schools and helps to ensure balance across year groups. As pupils join or leave Collis, and as children develop at different rates, there can be changes in relationships and group dynamics. Mixing classes helps maintain balance in relation to:

- Gender distribution
- Academic ability
- Special Educational Needs and Disabilities (SEND)
- Behavioural considerations

As an inclusive community school, we are committed to providing equal opportunities and a consistent educational experience for all pupils, regardless of class placement. Mixing helps address imbalances so that all classes remain equally conducive to learning and teaching.

Further details on the rationale and benefits of this approach, including how it helps pupils prepare for secondary school, were shared in a previous letter (April). That letter is available on the school website here: https://www.collis.richmond.sch.uk/general-letters/

Timeline and Process: The transition will be coordinated by class teachers and senior leaders:

- Year 2 – led by Year 2 teachers and Mrs Laffoley-Green
- Year 3 – led by Year 3 teachers and Mrs Sophie Macartney

For fairness and consistency, decisions on class composition will be made by our teaching, SEND, and safeguarding teams. Rest assured, the teachers are available and, importantly, know the children well and understand the dynamics of the classes. We will not be accepting parental preferences beyond the four or five friendship choices. Once finalised, class groupings will not be changed**.**

Key Dates:

Monday 9th June: Deadline to return the *friendship form* in a sealed envelope to class teacher or office.

9th – 24th June: Class groupings finalised.

Wednesday 25th June: Pupils meet new class and class teacher (morning) – 1st meeting.

Initially, pupils will be told within the security of their current classroom which children they will be with. Then, the three groups will go to other classrooms to meet their new classmates and teacher.

Parent Contacts Sign-Up – Voluntary

The CSA class reps will send out WhatsApp invites via the class WhatsApp groups.

GDPR Disclaimer: By adding your details to the sign-up, you consent to them being shared with other parents in your child's new class. Due to GDPR, we cannot send out class lists.

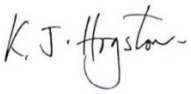
Week of 30th June: Getting to know you session 2 – Pupils meet new class and class teacher.

Monday 7th July: *All Change morning* – Getting to know you session 3 – Pupils meet new class and class teacher.

If your child is not returning to Collis in September, please let us know as soon as possible by emailing Stephanie Knight at sknight@collis.richmond.sch.uk

We understand this change may bring a mix of emotions. Please be assured that we are managing this transition sensitively to ensure all children feel confident and excited about their new class.

Yours sincerely,



Kevin Hogston
Head Teacher

Collis Class Mixing - *Friendship Form* - June 2025

Name of my child: _____

Class: _____

List four or five pupils from my child's friendship group. Please write one name in each space below (in any order, as there is no ranking or priority).

If you don't have access to a printer, you can use a blank piece of paper. Please return it in a sealed envelope to your child's class teacher or the school office. Clearly label the envelope with: *Class Teacher / Class Mixing Friendship Form.*

<u>Please write the name, surname and class of pupils</u>

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(Fifth name optional)