COLLIS PRIMARY SCHOOL

Fairfax Road, Teddington, Middlesex TW11 9BS
Phone: 020 8977 1458 www.collis.richmond.sch.uk
Email: info@collis.richmond.sch.uk
Head Teacher: Kevin Hogston
Lead Assistant Heads: Sophie Macartney, Melissa Molnar and Carrie Stanton

12 June 2023

Dear Parents and Carers

Class Reorganisation for Years 2, 3 and 4 for September 2023

We are writing to further update you on the class reorganisation of Years 2, 3 and 4 in preparation for September 2023. This letter sets out the procedure and timetable for the transition.

To ensure the transition is dealt with successfully, we would ask parents and pupils to decide the five pupils they work well with. To avoid children feeling excluded from each other's list we would ask pupils to complete this at home. A form to record the names is enclosed and should be returned to your child's teacher in a sealed envelope by Monday 19th June. It would be helpful if pupils do not discuss their choices. We will guarantee that at least one of their listed classmates will be in their new class along with roughly a third of their current class. This will be co-ordinated by the class teachers and one of our Lead Assistant Heads as outlined below. For fairness, we will leave the teachers and SEND/Safeguarding team to use their knowledge and expertise to decide the right composition of pupils in the three year groups. For obvious reasons, we cannot make any changes once the classes have been decided.

Current Year 2 (Co-ordinated by Year 2 Teachers and Mrs Stanton - Lead Assistant Head)
Current Year 3 (Co-ordinated by Year 3 Teachers and Ms Molnar - Lead Assistant Head)
Current Year 4 (Co-ordinated by Year 4 Teachers and Mrs Macartney - Lead Assistant Head)

Procedure and timetable for the transition	
Monday 19th June	Closing date to return the form of five names to class teacher
WB 19th June	New classes arranged
Monday 26th June	Final check on new class lists
Tuesday 27th June 2pm	Pupils meet new class and class teacher – 1st meeting
Monday 3rd July 9.15am	Pupils meet new class and class teacher – 2nd meeting
Friday 14th July 2.45pm	Pupils and parents meet new class and class teacher – 3rd meeting

All the letters and reasoning regarding the reorganisation of the classes at Collis can be found in one central place via the link below: https://www.collis.richmond.sch.uk/general-letters/

If you are planning to leave Collis at the end of this school year, it would be very helpful if you could let us know before we start the process. Please will you email (asap) Stephanie Knight at sknight@collis.richmond.sch.uk

We recognise that for some families this change will be welcomed, while others may have concerns. We will ensure that this transition is managed sensitively, so when the children meet their new teacher, they will be confident and excited about their new class for September.

Yours faithfully

K J Hogston

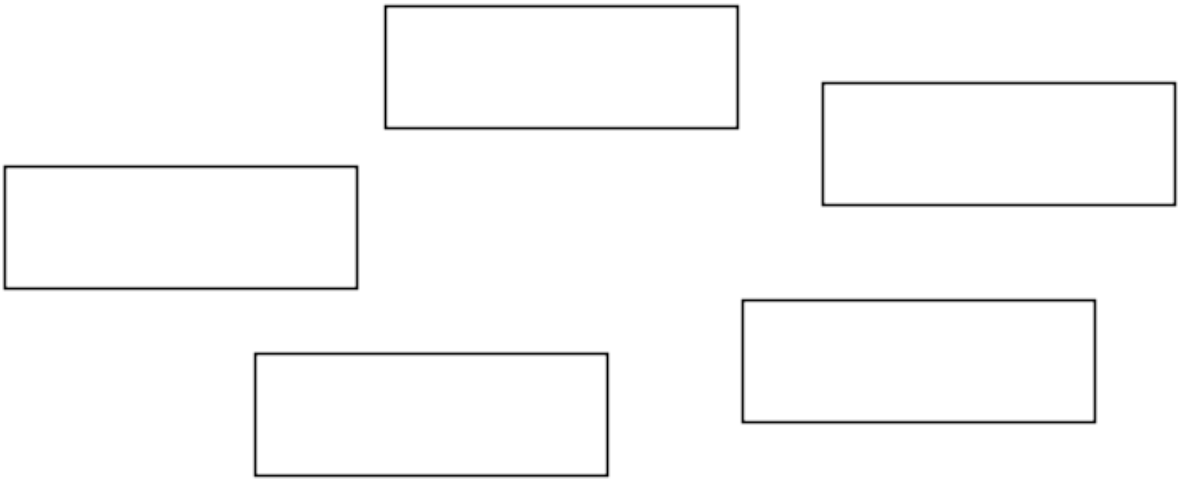
Kevin Hogston
Head Teacher

Five pupils that my child works well with in class

Name of my child:

Class:

Five Pupils my child works well with (listed in no particular order).



Please return this form to your child's teacher by Monday 19th June (9am)

SCHOOL GAMES GOLD 2018/19
Helen Arkell Believe Achieve Succeed 2016 The Dyslexia-SpLD Trust
National Support School designated by National College for Teaching & Leadership
PRIMARY SCIENCE QUALITY MARK SILVER AWARD
STARS A TFL COMMUNITY PROJECT Gold level accreditation 2019
Ofsted Outstanding School 2014|2015