COLLIS PRIMARY SCHOOL

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

18th June 2026

Dear Parents and Carers,

End of Term Transition Arrangements and Key Dates

As we move into the final five weeks of the academic year, I wanted to outline our transition arrangements and key dates to help ensure a smooth and positive end to the school year.
Transition is an important part of every child's educational journey. Whilst it is often one of the most exciting times of the year, with children looking forward to meeting their new teacher and moving into a new year group, it can also bring some understandable worries and uncertainties for both children and parents. We know that clear communication and well-planned arrangements help everyone feel confident and prepared, so I hope this letter provides a helpful overview of what to expect over the coming weeks.

Meeting New Teachers
Children will find out who their new teacher is on the morning of Monday 6th July, which will be our annual *All Change Morning.*
During the morning, children will spend time with their new teacher and classmates and will take part in a special assembly with me, designed to mirror the start of a new school year in September. This provides an opportunity for children to begin building relationships and familiarity with their teacher.
Later that day around lunchtime, a full staffing overview letter will be emailed to parents. This approach ensures that children and parents receive the information on the same day, which has worked very successfully in previous years.

Additional Support for some Children
We recognise that some children, particularly those with special educational needs and additional needs can require additional support during periods of transition. Where appropriate, we will provide a more personalised transition programme. Parents of children who would benefit from these enhanced transition arrangements will be contacted directly by the school SENCo. Our aim is to ensure that every child is well prepared and supported as they move into their new class and year group.

End of Year Reports
End of year reports will be sent electronically during the final week of term.
This timing enables us to include all statutory assessment outcomes and the most up-to-date information about your child's progress and attainment, ensuring that parents receive a comprehensive and accurate record of the year.

Class Mixing Arrangements
As many parents will be aware, we agreed last year that classes would be mixed at the end of Year 3.
The only exception to this arrangement would be if we felt there were compelling educational reasons to mix classes earlier. This was the case for the current Year 3 cohort when they were in Year 2.
Therefore, no classes will be mixed this year. The next planned class mixing will take place for the current Year 2 children at the end of Year 3, during the summer term of 2027.

Diary Dates and INSET Days
A reminder that all key dates, including INSET days and term dates for next academic year, are available on the school website. Please refer to the website regularly for the most up-to-date information.
https://www.collis.richmond.sch.uk/term-dates/

Year 5/6 Mobile Phones
As Year 6 children begin preparing for secondary school, I would also like to remind parents of our mobile phone policy. Children are not permitted to bring smartphones into school. Where a phone is required for travelling independently to school (Years 5/6), children may bring a simple phone that does not have internet access or smart functionality. This approach has been highly successful this year and has helped us maintain a positive and focused school environment.

I hope this letter provides a clear overview of the arrangements for the remainder of the term. We look forward to supporting all children through a positive transition period and celebrating another successful year at Collis.

Yours sincerely,

K. J. Hogston

Kevin Hogston
Headteacher