



# Bishop Luffa School

*Part of the Bishop Luffa Learning Partnership*

Westgate Chichester West Sussex PO19 3HP

A CHURCH OF ENGLAND SCHOOL

Telephone: 01243 787741

Head: Mr Austen Hindman

[www.bishopluffa.org.uk](http://www.bishopluffa.org.uk)

30th June 2026

Dear Parents and Carers,

## Transition Tuesdays 2026 – Week 5

I hope that you are all well and were able to meet your child's Heads of House and Form Tutor yesterday evening.

I hope you found being in the marquee a more pleasant experience in the heat than sitting in the Bartlett Hall! It did mean that we were unable to use our presentation but we have uploaded this to the [Transition Pages](#) on our website. We have also added the updated Information for Parents and Carers Booklet, which you can view [here](#).

The slides from the Heads of House talks have also been added, and we have included a list of email addresses for the Heads of House and Form Tutors at the end of this week's letter. Please note that Mr Locke (7 Burrows) and Mrs Twinn (7 Wilson), do not join the school until September, so please contact the relevant Head of House in the meantime.

Our school PFA handed out leaflets last night about joining a class WhatsApp Group - please note, this is **strictly for parents and carers only**. The information on this and how to make a monthly donation to the PFA is attached.



### Luffa Hunts and the Year 6 House Points Competition

This week also sees the return of 'Luffa Hunt' with the latest offering challenging Year 6 students to show how much they can find out about the staff in the school. 'Luffa Hunt 2026 – Who's Who?' can be found [here](#).

Now we know which House they are in, we can begin to add some House Points for our Year 6 House Competition. The scores will be shared next week, with the competition concluding at the end of term on the final Transition Tuesday. The first Luffa Hunt remains available on the [website](#), for anyone who hasn't tried it yet or wants to improve their score.

### Year 6 Induction Day – Wednesday 1st July - 9am to 2.15pm

We can't wait to welcome your child, and the rest of the Year 6 students, for their Year 6 Induction Day tomorrow! Please note the following key points to prevent traffic jams...

- **Please do not** drop off your child before 9am
- If you are driving, please drop at the front of school (by the Sports Hall) and follow directions from site staff
- The back gate will also be staffed if you are walking in from the Bishop Luffa Close direction
- Pick up is at 2.15pm - please don't arrive before 1.45pm if you are driving
- Our Site Team will be directing traffic at the beginning and end of the day - please be kind to them

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The students will start the day with an assembly led by Mr Hindman where they will be sat with their House. They will then spend time getting to know each other and their Form Tutor and Head of House. We will be taking a group photo (this will not be posted online) and there will be a tour of the school with our Year 12 students.

A canteen lunch is available if your child would like one - £3 for pizza, wedges, salad and a drink. Lunchtime is staggered with each House having a turn to eat together in the Bartlett Hall. This will be before the rest of the school has lunch. Please send your child with the correct money (£3) and this will be collected by their Head of House or Form Tutor in the morning. After lunch, your child will be taken with the rest of their tutor group for a sample lesson. The day will give your child a flavour of life at Bishop Luffa and the opportunity to make friends.

### **Weekly message from the Library team**

We cannot wait to meet your child in the library on Wednesday and hear about their favourite stories. This year we are really excited to be taking part in the Summer Book Club run by the charity *Book Clubs In Schools*. If you consented to your child taking part on the google form by Wednesday 24th June your child will receive an activity pack and the book on Transition Day when they visit the library. If you haven't yet signed up your child will receive an information leaflet on how they can still take part. If you would like to read the first chapter together you can do so here [Secrets of the Snakestone Chapter 1](#).

We hope that this week's events help to make joining us feel more real for you and your child. Welcoming you to the Bishop Luffa family is a highlight of our year, and we hope that you and your child feel welcome and supported through their transition. Please continue to approach us if you have any questions at all by emailing your Head of House. You can also email [transition@bishopluffa.org.uk](mailto:transition@bishopluffa.org.uk).

Finally, thank you if you have completed the Children's Learning and Well-Being Audit for parents and carers, (CLAWBA). This is still available if you would like to let us know more about your child and your circumstances. You can access the form [here](#). Thank you for taking the time to do this – it is entirely optional.

Warm regards,



Neil Topley  
Assistant Headteacher

**Contact information for Heads of House and tutors is on the following page**

## Contact information

| House     | Head of House                                                                                                                                                                                      | Year 7 Form Tutor                                                                                                                                                                                           |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Andrewes  | Mr R Goldsmith / Mrs E Duffell<br><a href="mailto:GoldsmithR@bishopluffa.org.uk">GoldsmithR@bishopluffa.org.uk</a><br><a href="mailto:DuffellE@bishopluffa.org.uk">DuffellE@bishopluffa.org.uk</a> | Ms K Wells<br><a href="mailto:WellsK@bishopluffa.org.uk">WellsK@bishopluffa.org.uk</a>                                                                                                                      |
| Burrows   | Mrs R Bagdoniene<br><a href="mailto:BagdonieneR@bishopluffa.org.uk">BagdonieneR@bishopluffa.org.uk</a>                                                                                             | Mr T Blewitt<br><a href="mailto:BlewittT@bishopluffa.org.uk">BlewittT@bishopluffa.org.uk</a>                                                                                                                |
| King      | Miss K Hurry<br><a href="mailto:HurryK@bishopluffa.org.uk">HurryK@bishopluffa.org.uk</a>                                                                                                           | Mr K Allman<br><a href="mailto:AllmanK@bishopluffa.org.uk">AllmanK@bishopluffa.org.uk</a>                                                                                                                   |
| Otter     | Mrs J Stone<br><a href="mailto:StoneJ@bishopluffa.org.uk">StoneJ@bishopluffa.org.uk</a>                                                                                                            | Mrs V Wallace / Miss E Short (from September)<br><a href="mailto:WallaceV@bishopluffa.org.uk">WallaceV@bishopluffa.org.uk</a> /<br><a href="mailto:ShortE@bishopluffa.org.uk">ShortE@bishopluffa.org.uk</a> |
| Ridgeway  | Mr J Vann<br><a href="mailto:VannJ@bishopluffa.org.uk">VannJ@bishopluffa.org.uk</a>                                                                                                                | Mr T Godfray<br><a href="mailto:GodfrayT@bishopluffa.org.uk">GodfrayT@bishopluffa.org.uk</a>                                                                                                                |
| Sherborne | Mr T George<br><a href="mailto:GeorgeT@bishopluffa.org.uk">GeorgeT@bishopluffa.org.uk</a>                                                                                                          | Mrs J Tyler<br><a href="mailto:TylerJ@bishopluffa.org.uk">TylerJ@bishopluffa.org.uk</a>                                                                                                                     |
| Story     | Mrs S Charge<br><a href="mailto:ChargeS@bishopluffa.org.uk">ChargeS@bishopluffa.org.uk</a>                                                                                                         | Mr A Locke (from September)<br><a href="mailto:LockeA@bishopluffa.org.uk">LockeA@bishopluffa.org.uk</a>                                                                                                     |
| Wilson    | Mr A Bravo<br><a href="mailto:BravoA@bishopluffa.org.uk">BravoA@bishopluffa.org.uk</a>                                                                                                             | Mrs C Twinn (from September)<br><a href="mailto:TwinnC@bishopluffa.org.uk">TwinnC@bishopluffa.org.uk</a>                                                                                                    |