

# 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)

23rd June 2026

Dear Parents and Carers,

## Transition Tuesdays 2026 – Week 4

We are now just over a week away from welcoming you and your child to the school. Our staff and students always look forward to the transition events, and have been busy finalising the arrangements, and carefully planning activities to welcome and reassure your child. I have included some details below.

### Parents' and Carers' Information Evening – Monday 29th June

This is for parents and carers only, and will begin at 6.30pm in the Bartlett Hall. You will find out more about the school, opportunities for your child, and how we will work together to support them. Our uniform supplier, Game, Set and Match will also be there. The PFA Secondhand Uniform Shop will be open from 5.30pm in the Bartlett Hall prior to the meeting.

Work on House allocation is nearing completion and we will be able to let you know which House you will be in, (we consider the parents and carers as part of the House too!), via email before Monday. You will meet your child's Head of House and Form Tutor, and hear more from them about the House, and why you are now, (in their opinion), in the best House in the school! There will be an opportunity to ask questions, and we would expect the evening to conclude by 8pm.

Our Site Team will be ready to welcome you, and assist with parking. Not valet style, but they will guide you to make use of our field as it will be a busy evening with a number of vehicles expected on site.

***It is important that you attend this meeting, even if you already have another child in the school.*** If it is not possible for you to come, please inform the school beforehand, using the [transition@bishopluffa.org.uk](mailto:transition@bishopluffa.org.uk) email address.

### Year 6 Visit Day – Wednesday 1st July

We hope your child is looking forward to taking their first step towards officially becoming a Luffa student. Their day begins at **9am**, and they will be met by a team of friendly 6<sup>th</sup> Form students and House Buddies, ready to reassure and guide them to the Bartlett Hall for an assembly.

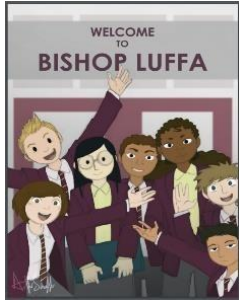
They will spend most of their day with their new Tutor Group, Head of House and Form Tutor, and finish off with a sample lesson in the afternoon. Their day ends slightly earlier than normal, at **2:15pm**. This will ease congestion on the school site, and we will provide more strategic information about managing (and avoiding!) this on Monday evening.

Your child can bring a packed lunch or they can purchase lunch from the canteen - this will be pizza, wedges, salad, ice cream and a drink for £3. Please can they bring cash (the correct change is

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appreciated) with them on 2nd July and their tutor will collect this. If they have any allergies please email [AllenJ@bishopluffa.org.uk](mailto:AllenJ@bishopluffa.org.uk) to let our catering manager know.



Your children have kept our Year 7 House Buddies busy with more questions. All responses have been uploaded to our website so please encourage them to have a look at the [Year 6 Questions](#) section.

Many of their questions are also covered in the stories and information in our [Transition Comic](#). Please encourage your children to keep asking questions – our House Buddies really do love a question, and the opportunity to help others.

Traffic has been busy on the Transition pages of the [website](#), which now includes last week's first [Luffa Hunt](#). Many of your children have grasped their first piece of unofficial homework, and the scores have been very impressive.

A special mention to Jonathan for being this year's first to complete, Thomas for scoring full marks on the first attempt and Harry for persevering until he had all the answers correct!

It will continue to be available on the website, so please encourage your child to have a go if they haven't already. More 'hunts' will be added, and, as promised, the scores will be added to our Year 6 House Competition on Monday, once they are officially in Houses!



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

The Library is located in the heart of the school. We have a marvellous team of student librarians who are looking forward to meeting our new year 7 cohort. The Student Librarians have put together a list of their [favourite reads](#) along with a review to inspire your transition reading. Making reading engaging and enjoyable: expert tips for parents available [here](#). Last week we shared the information about the Summer Book Club, run by the charity **Book Clubs in Schools** and we have had a fabulous response, thank you! If you haven't responded yet please [complete the form here](#).

Finally, we have continued to receive more responses to the Children's Learning and Well-being Audit for parents and carers (CLAWBA). 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.

I hope that this week's letter has provided you with everything you need to know, ahead of an exciting week. If you have any questions, about anything, please let us know by emailing [transition@bishopluffa.org.uk](mailto:transition@bishopluffa.org.uk)

Warm regards,

Neil Topley  
Assistant Headteacher