



# Bishop Luffa School

*Part of the Bishop Luffa Learning Partnership*

Westgate Chichester West Sussex PO19 3HP

A CHURCH OF ENGLAND SCHOOL

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Head: Mr Austen Hindman

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

2nd June 2026

Dear Parents and Carers,

## Transition Tuesdays 2026 – Week 1

My name is Neil Topley, and I am one of the Assistant Headteachers at Bishop Luffa. Part of my role is to lead the transition from primary school to secondary school, including helping our new students settle into Year 7 once they arrive with us in September.

It is a real privilege to be welcoming your child to Bishop Luffa in September. Starting secondary school is a big step, and I know that it can bring a mixture of excitement, questions and nerves — for children and for parents and carers too. If this is your first child moving up to secondary school, it can feel like there is a lot to take in. Please be reassured that we know this process well, and we will guide you through it carefully over the coming weeks.

Each Tuesday, we will send a short transition update. These emails will include useful information, practical tips, key dates, reminders and, at times, small activities you may wish to complete at home with your child. The aim is simply to help your child feel more prepared, more confident and more ready for September.

Two very important dates to double-check in your calendar are **Monday 29th June** and **Wednesday 1st July**. Monday is an Information Evening for you, at the school. The evening will start at 6:30pm and will conclude by 8pm.

Wednesday 1st July is your child's visit day - this is when all Year 6 students attend their secondary school for the day. We will have a packed day of activities for them, which they will spend with their Head of House and Form Tutor. We will confirm more detailed timings for the day in forthcoming Transition Tuesdays.

### For Parents and Carers...

We would appreciate your support in getting to know your child, as you know them best. We have received a lot of information from primary schools about Year 6 and would like to give you the same opportunity via a Google Form.

The **Children's Learning and Well Being Audit**, (CLAWBA), allows us to gather important information so we can carefully plan any support they may need. Completing the form is entirely optional and all the information given will be treated in strict confidence. Please [click here](#) to access the form.

Moving from primary to secondary school means your child will be faced with many changes. We would recommend the resources from [YoungMinds](#), a charity which provides support for children and young people's mental health. Their work includes enabling a smooth [transition from primary to secondary school](#), while also teaching the importance of looking after your mental health. They have put together ten top tips to help your

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child cope with change and any other challenges they may face in life: [Ten Ways for parents to help children cope with change](#).

Anna Freud is another excellent resource and they have produced a booklet on [Supporting children and young people's transition to secondary school](#).

### **Something for Year 6...**

Your child will undoubtedly have many questions about starting secondary school, even if they haven't let on yet and are keeping quiet about any anxiety or uncertainty! We have a large team of very willing, (and able), Year 7 House Buddies, ready to answer all of their questions! Your child can email them to [Year6Questions@bishopluffa.org.uk](mailto:Year6Questions@bishopluffa.org.uk).

The email address is overseen by staff, but the Year 7 pupils will be providing the answers. Replies will be sent back to your child, and we will also collate them on the Transition page on our School website. (This will be available very soon).

### **Something for both of you...**

Attached, is an activity that you can do with your child, [Going to Secondary School – How do you feel?](#) This will certainly raise some questions, which you can encourage your child to direct to the Year 6 email address above.

### **A message from our Library team...**

At Bishop Luffa we have a marvelous library and work closely with our Literacy Coach. As a team we are Mx Thomas (Librarian) Mrs Shuttleworth (Librarian) and Mrs Syms-Evans (Literacy Coach). Together we champion reading for pleasure throughout the school and cannot wait to meet you all. Over the next six weeks we will share reading tips, recommendations, library lore and even a summer reading challenge with you. We have attached our [Top 10 Transition Reading Tips](#).

Finally, a couple of **tips to consider this week...**

If you haven't already done so, think about how you can help your child to be more independent: at home, do they put clothes away / complete simple jobs like making their own bed or sandwiches / make hot drinks etc?

Ask who else is going to the same school and encourage friendships. These may not be the children your child usually socialises with, but it is always good to have a familiar face in the first few weeks. Remind your child that they will make new friends when they start their new school.

Please remember we are here for you every step of the way during your child's transition into Year 7. If you have any concerns or questions, please let us know by emailing [transition@bishopluffa.org.uk](mailto:transition@bishopluffa.org.uk).

Best wishes,



Neil Topley  
Assistant Headteacher