



CARLTON

KEIGHLEY

6 May 2026

Dear Parent/Carer,

Thank you for your ongoing support and participation as we continue the process of supporting your child in their transition from primary to secondary school.

As the summer term begins, we can now begin to shift our focus to our programme of transition activities for our cohort in September. In the first instance, this will involve a visit to your child's primary school by a member of the transition team to undertake some introductory activities with students, and to meet with your child's Year 6 teacher so we can really get to know your child before they join us in September.

We are also now in a position to confirm arrangements for transition day on **Wednesday 1st July**:

- **Transition day will begin in school from 8:40am**; please bring your child to the main school entrance where they will be met by a member of our transition team who will register them in school. Your child should attend wearing **their current primary school uniform. Students do not need to bring their coats with them.**
- The day itself will consist of some community building sessions which will introduce students to our core values of **ambition, resilience and respect**, alongside academic sessions in which will engage students and introduce them to our approach to high quality learning.
- **Both breaktime snacks and lunch will be provided** by the school on the day; students are welcome to bring a packed lunch instead if they wish. Please indicate any allergies on the consent form included in this pack.
- **The day will finish at 2:45pm.** To ensure your child gets home safely, please indicate on the yellow consent form how you would like your child to get home. **All responses need to be in by Monday 8th June.**
- **If you are collecting your child**, please come to the front of school at 2.45pm, where you will be directed by school staff. Is it important that we dismiss students safely so please be prepared to be patient as this can take a few minutes.

For some students, including those pupils with additional needs, we are also arranging for a more bespoke and extended period of transition work in collaboration with your child's primary school. Where this is relevant to your child we will communicate with you individually.

Enclosed with this letter you will find a pack containing three key documents to support you and your child with the transition process:

- An admissions booklet which we will use to collect key information about your child; **please can these booklets be returned to the Main Reception at Carlton Keighley by Monday 8th June.**
- A **Welcome Booklet** which includes all the key information about our school culture, standards and expectations.
- A consent form for Transition Day taking place on Wednesday 1st July. **This also needs to be returned to us by Monday 8th June.**

EXCELLENCE FOR ALL

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In addition to transition day for students, **we will be holding an information evening for parents on Thursday 2nd July at 4:45pm**. We would encourage all parents to attend this session with their child so we can share with all families how our school vision of excellence for all, and our core values of ambition, resilience and respect underpin our approach to learning at Carlton Keighley. We will also talk to you about how you can support your child through the transition process to ensure they settle into our school community as quickly as possible.

In the interim, if you have any further queries about your child's transition to Carlton Keighley, please do not hesitate to contact us on 01535 210 333 or via admin@ck.catrust.uk

Kind Regards,

Mr W Gore
Assistant Headteacher