



5th May 2023

Re: 'All about me' and tutor groups

Dear Parent/Carer

As mentioned in my previous letter, throughout the upcoming weeks and months you will receive a vast array of information about life at Rushcliffe. However, the transition process is not simply one-way. The process involves many people and at the heart of that is your child. Therefore, to assist us in getting to know them better we invite all students to complete the 'All about me' form. Further details on how to complete and return the form are at the end of the document which is attached to the email. The deadline for return is Monday 5th June 2023.

Understandably, often one of the most anticipated parts of the transition process is the placing of students into tutor groups. As I am sure you can appreciate, the task of assigning students to groups is extremely complex. Our priority is that students are placed into groups that enable them to achieve excellence and to shine brightly, whilst also ensuring the best dynamics across the entire year group. In order to do so, we endeavour to gain as much information as possible on the students. One of the mechanisms for this is to communicate with the primary schools. During these conversations we will discuss each and every child in order to gain an understanding of their strengths, areas for development and those who they work well with.

Another strategy used to gain information on the students is for your child to tell us about themselves. As mentioned above, attached to this letter is the 'All about me' form. We encourage all students to complete this so that we can begin to understand how they feel about moving to Rushcliffe and to assist us in beginning to know the students. A copy of this form is passed onto the Principal, the Head of Year and finally the student's form tutor once assigned. This information has previously been hugely helpful in staff forming strong professional relationships with students early in the school year.

Once all the information has been collated and processed, Rushcliffe will then assign students to tutor groups. Whilst taking all of the above into account, we will also make every effort to ensure that each group is balanced and represents a range of the primary schools. As I am sure you will understand, this task is extremely time-consuming and is done with much care and consideration. We ask that you trust our professional opinion and therefore we do not accept tutor group requests. However, as your child is coming from a non-feeder school we would like to know if there are any familiar faces also joining Rushcliffe that might help them settle. Please include the names of any children your child would like to be grouped with on your 'All about me' form. Please also note, that this does not guarantee your child will be placed with one of these students, but that every effort will be made to try and ensure they are.

Lastly, we have begun to update the transition section of the website for those students joining us in September 2023. A link to this can be found [here](#). This is where you will find regular updates and copies of all the correspondence sent to you.

Yours faithfully

Lyndon Crawley
Assistant Principal

Summary

- Lots of information to come over the coming weeks and months – little by little.
- Transition is not a one-way process – students to provide information about themselves
- Tutor groups:
 - Priority is that children achieve excellence and shine brightly
 - Rushcliffe will communicate with primary schools to gain information on students
 - Rushcliffe will ask students to complete 'All about me' to learn about the students, this is shared with the Principal, Head of Year and form tutor once assigned.
 - Rushcliffe will make the decision on tutor groups and do not accept requests for this. But will ask for names of familiar faces for non-feeder school students

Actions needed by parents/future students:

- Complete the 'All about me' form and return to Rushcliffe by Monday 5th June 2023.