



29th April 2026

Re: Welcome from the transition lead

Dear Parent/Carer

Firstly, an enormous welcome to Rushcliffe Spencer Academy. We are really looking forward to getting to know your child in the coming months and meeting them in person prior to when they start in September.

I would like to introduce myself as the Assistant Principal with the responsibility for transition. My role is to ensure a smooth transition for your child from primary to secondary education and to ensure they receive the best possible induction into the school. Transition from primary to secondary education is a special time for your child. It marks the significant move from a small school setting to a much larger one and Rushcliffe recognises that this can be an exciting, yet sometimes anxious, time for your child.

I am delighted to inform you that the transition process is well underway and that staff are working hard to ensure it is completed as smoothly as possible. As a school we have a strong and successful induction programme that we are proud of, and believe forms a strong foundation for which children can shine brightly. I am certain that many of you will have questions about the school. We currently ask that you take note of these, as I am optimistic that they will be answered in the information to be shared in the coming weeks and months. During this time, you can expect to receive regular communication from the school. As I am sure you will expect, there is a significant amount of information to share and we feel it is best to do so little by little instead of potentially overwhelming you with all the information in one go. For now, our main focus is working with the primary schools to gather as much information as possible on your child and their needs, whilst keeping you informed along the way. Please also note that there will be the opportunity further along the transition timeline for you to ask any questions.

I am pleased to say that this year's initial induction day will take place on Wednesday 8th July 2026. This event will involve the year 6 students spending the day at Rushcliffe and spending considerable time with their future form tutor before sampling some lessons. The induction day is followed by an induction evening for parents/carers, where you will have the opportunity to meet some of the school staff.

As we continue through the transition process all information will be sent to you via email and you will likely hear from us approximately every two weeks between now and breaking up for the summer. To support this process all updates and correspondence that are sent home, will also be uploaded onto the transition section of the school website for you to refer back to. The link is found [here](#).

Lastly, some of the transition information shared is lengthy. The information shared is always important and I would encourage you to read it all in your own time, however to assist with this I will also summarise each correspondence at the end, as per below.

Yours faithfully

Mrs Laura Munro
Assistant Principal

Summary Page

- Welcome
- Introduce Mrs Munro as Assistant Principal for Transition
- Transition started and we are communicating with primary schools
- Please don't email Rushcliffe with questions yet. Future information will answer your questions and, if not, there will be opportunity for questions later in the transition timeline
- Induction Day and Evening are planned for Wednesday 8th July

Actions needed by parents/future pupils:

- Take note of Wednesday 8th July as the Induction Day **and** Evening.