



18th May 2026

Re: 'All about me' and tutor groups

Dear Parent/Carer

As mentioned in my previous letter, you will receive lots of information about life at Rushcliffe in the coming weeks and months. However, this transition is a shared process, with your child at its heart. To help us get to know them better, we invite all students to complete the '**All About Me**' form by **Friday 5th June 2026**. Details on how to complete and return the form can be found at the end of the attached document.

One of the most anticipated parts of transition is placement into tutor groups. Our priority is to create groups where students can shine brightly, achieve excellence, and build positive relationships across the year group. To support this, we gather as much information as possible about each child, including close communication with primary schools. Through these discussions, we build a clear picture of each student's strengths, areas for development, and the peers they work well with.

Alongside this, we value hearing directly from your child and encourage all students to complete the 'All About Me' form attached to this letter. This helps us understand how they are feeling about moving to Rushcliffe and enables us to begin getting to know them as individuals. The information is shared with key transition staff and, in time, their form tutor; it has proven very helpful in building strong relationships early on. Once all information has been gathered, tutor groups will be finalised and shared with students on their Induction Day, on **Wednesday 8th July 2026**.

We make every effort to ensure that each tutor group and year half 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. In circumstances where there are two siblings in the same year group e.g. twins, we will endeavour they are placed into the same year half, so that events such as parents' evenings fall on the same date. **We also kindly ask that you do not attempt to discuss tutor group requests with primary schools, as the final decision for these lies entirely with Rushcliffe.**

Please also note that whilst this method will mean children are not necessarily placed with their friends, they will be with familiar faces. We believe that this will encourage them to develop new friendships alongside those they already have. There will be plenty of opportunity for social time with friends on the way to and from school, at break and lunch and at extra-curricular clubs. Furthermore, as the students' progress through school, less of their lessons are completed in tutor groups.

Lastly, a reminder that all the information shared and regular updates can be found on the school [website](#).

Yours faithfully

Laura Munro
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 Head of School, Head of Year and form tutor once assigned.
 - Rushcliffe will make the decision on tutor groups and do not accept requests for this. We also ask that you do not make requests to primary schools, as this will have no impact on groupings.

Actions needed by parents/future students:

- Complete the 'All about me' form and return to Rushcliffe by **Friday 5th June 2026**. This can either be handed in as a paper copy or emailed to transition@rushcliffespencer.org.uk.