

March 2026

Dear Parents/Guardians,

Welcome to Bedford High School! We are very much looking forward to welcoming your child and I would like to outline some of the key details of our transition.

We are very aware of the busy nature of year 6 and have therefore measured our approach to ensure that information is delivered with clarity at a time when everyone has the capacity to digest and focus. Therefore, a steady stream of communication will follow to enable everyone to feel supported and plan appropriately for the fabulous journey ahead. As always, do not feel you have to wait; if you have any questions, please feel free to contact us.

Starting secondary school is an exciting phase in education and we very much hope that your child is looking forward to joining us and experiencing all that Bedford has to offer. We do of course recognise that along with the sense of excitement, there will understandably be a few nerves for students, guardians and parents alike and we endeavour to ensure that our transition process will help to overcome these.

Please find enclosed our Parent Handbook and our Home School Agreement. Our Home-School Agreement is a statement explaining the school's aims, values, policies and procedures, its responsibilities towards its students, the responsibilities of the student's parents/guardians, and what's expected of students. At Bedford High School, we recognise each child as an individual, and aim to give all children every opportunity to realise their full potential. We have high standards around good behaviour in school and require parents to support us with this too. We believe that a close partnership between the school, parents and the student is essential in enabling your child to be successful. It is therefore an expectation that all parents who wish their children to attend Bedford High School will fully support our Home-School Agreement.

### **Year 7 Induction Day – Friday, 26<sup>th</sup> June**

Your child is invited to spend an induction day with us on Friday, 26<sup>th</sup> June. They should arrive at school for 8.25am wearing their primary school uniform and wearing trainers. Our Pastoral Team will be at the front of school to welcome your child. The day is designed to be informative and will include lots of opportunity to meet new classmates and experience some lessons. Students will need to bring a bag containing a pencil case, water bottle and sun cream (weather dependent). Photos and filming will take place so that we can share images with you on our social media.

Arrangements have been made for the children to have a free lunch in our Bistro. Alternatively, your child may wish to bring in a packed lunch.

At the end of the school day; 3.00pm, your child will be expected to make their own way home. Siblings in other year groups can collect Year 6 students from UBH at 3.05pm. If you are collecting your child please come to U block entrance so that they can meet you. If you are dropping off/picking up your child in a car, please use the car park at Leigh Miners (across the road from school) and refrain from parking in the school's staff car park. Please remind your child to use the crossing.

## **Welcome to Bedford Information Evening - Monday 22<sup>nd</sup> June at 5pm-6pm**

We very much understand that the transition process is not only important for students, but for parents and guardians too. This year our information evening will take place in the U block building. Following registration, parent/carers will leave students with their new form tutor/student leaders and will then be directed to U block hall for a short presentation to hear all about life at Bedford. The evening will also be an opportunity for you to ask questions and meet the Pastoral Team for Year 7. School and PE uniforms will be modelled by our students with Head Student Leaders sharing their experiences with you. This information evening is for one parent/guardian and the new Year 7 student only. No other family members will be able to attend due to capacity in the hall. Whilst you are in the hall receiving all our information, your child will spend time with their form tutor in a classroom getting to know them and asking questions about our school.

### **Tutor groups**

Using the knowledge and advice from primary school colleagues, we will be creating nine mixed ability tutor groups which will represent all of our partner schools. This provides most new students with the reassurance that they will be with some young people they already know as well as having the opportunity to forge new friendships. We will let you know which group your child is due to join by sending a Welcome postcard prior to the evening.

### **Admission Form**

In order to confirm your child's place at Bedford High School, please complete the enclosed Admission Form and return it by post or email to [transition@bedford.wigan.sch.uk](mailto:transition@bedford.wigan.sch.uk) by Friday, 24<sup>th</sup> April.

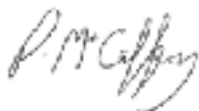
If you have any specific information or details about your child that are not covered on any of the documents, please contact us at 01942 909009 or email [transition@bedford.wigan.sch.uk](mailto:transition@bedford.wigan.sch.uk)

In this pack you will also receive the following letters – Reply slip, Admission form, Consent form, Home School Agreement, Free School Meal Eligibility/Student Premium form. All documents to be returned to us by Friday, 24<sup>th</sup> April.

We hope this initial information is informative and gives you an idea of our structured programme as we move through the summer term. Please do contact the school reception should you have any further questions. We very much look forward to meeting you and your child again in the very near future.

Finally, I am delighted that you have chosen Bedford High School for the next phase of your child's education and I would like to welcome you to our Bedford family.

Yours sincerely



Mr P McCaffery  
Headteacher

A Duffy

Mrs A Duffy  
Transition Lead