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**June 2025****Dear Soon-to-be Year 7 Students of BBS (and families),**

We are looking forward to welcoming you to Burton Borough School and as you officially begin your journey as part of the **Class of 2030!**

Transitioning to secondary school is a big step—and we're here to make it a positive, exciting, and supported experience. That's why we're thrilled to invite you to take part in our **Pre-Transition After-School Programme**, designed to help you feel confident, connected, and ready for September.

These sessions are a brilliant way for you to explore our school, meet your new tutor group, try out some exciting activities, and begin making new friends. Whether you attend one, two, three, or all four sessions—it's **completely your choice**, depending on what works best for you and your family. We are looking forward to seeing you very soon but for now please take the time to read through the following information to get ready to start your journey at BBS.

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### BBS Transition 2025 – Key Dates

- **Session 1 – Tuesday 10th June:** Meet Your Tutor and Parent/Carer Meet & Greet
- **Session 2 – Tuesday 17th June:** Science Lesson or Time Capsule Activity/ SEND & Inclusion Parent/Carer Information Evening
- **Session 3 – Tuesday 24th June:** Science Lesson or Time Capsule Activity
- **Session 4 – Tuesday 1st July:** Inter-Tutor Rounders & Picnic
- **Transition Days – Monday 7th & Tuesday 8th July.**
- **Transition Evening – Tuesday 8th July.**

### Pre-Transition Programme – Key Information

All our pre-transition after-school sessions run on **Tuesdays** from **4:00pm to 5:00pm**. Students can arrive from **3:45pm**, entering through the **Main Hall entrance** (the double doors to the right of reception), where our transition team will be ready to greet you.

Each session is carefully designed to give you a taste of life at Burton Borough School, and to help you feel part of our **BBS community** before your first official day in September.

### Tutor Allocation

Along with this letter, you'll find a **link to a short video** in the email that tells you your **tutor group colour** – whether that is **Yellow, Teal, Orange, Navy, Red, Blue, Green, or Purple**. It's important to remember this colour throughout the transition programme, especially for your **first session**, as it helps us guide you to your tutor group. If you happen to forget, don't worry—our transition team will be there to help and make sure you **find your tutor**. And if it's not your favourite colour, that's perfectly okay! The colours are just a way to keep things organised during transition and won't be used once you officially start with us in September.

Where possible, we've grouped students with others from their current school to help make the experience feel more familiar. If you're the only one from your school, please don't worry—there will be lots of chances to meet new people and make friends, and **our team is here to support you.**

We know starting something new can feel a bit daunting, but this is a great opportunity to **connect with students from other schools** and **build new friendships.** To help you get the most out of the programme, **tutor group allocations are now final** and will **stay the same** throughout. This consistency helps create a settled and supportive environment for all.

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### **Session 1 – Tuesday 10th June:**

#### **Meet Your Tutor and Parent/Carer Meet & Greet**

This is where your journey really begins! When you arrive, you'll be welcomed by **our Principal, Mrs Bedford**, and **our Transition Lead, Mrs Heins**, who will introduce you to life at Burton Borough. After that, you'll head off with your tutor to spend time with your new tutor group—you'll start getting to know your fellow students and begin building those early connections.

While you're doing that, your **parent or carer** will be invited into the hall for a presentation **starting at 4.15pm** and an informal chance to meet other families and members of the transition team. At the end of the session, your **parents/carers will wait for you outside** whilst your tutor will bring you back to the hall, where you'll then be reunited before heading home.

Please ensure your parents/carers have completed the **[pre-transition form](#)** to register your child's journey home following the after-school session.

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### **Session 2 – Tuesday 17th June:**

#### **Science Lesson or Time Capsule Activity**

This week, you will either have the opportunity to be **hands-on in a real science lesson** or take part in a **creative activity** where you'll **make your own time capsule.**

If you're in one of the tutor groups doing science this week, you'll get to use the BBS labs—an exciting first taste of secondary school science! If you're in a time capsule session, you'll reflect on your hopes, goals, and memories as you prepare for the start of this next chapter as **Class of 2030!**

- If you're in **Orange, Navy, Blue** or **Red**, you'll be doing the **Science lesson.**
- If you're in **Yellow, Purple, Teal** or **Green**, you'll be doing the **Time Capsule session.**

For the **time capsule session**, you are welcome to bring photos of yourself with pets, family, special memories, or anything meaningful to you. However, **please do not bring any valuable items**, as **we cannot take responsibility for lost or damaged belongings.**

## SEND & Inclusion Parent/Carer Information Evening

While students attend this after schools' session, our **SEND & Inclusion team** will be hosting an information event for **parents/carers** from **4.15-5pm** in the **main hall**. This is an opportunity for families to find out more about our **SEND & Inclusion offer** and how we support students with **additional needs** at Burton Borough School.

Families who registered interest in our **inclusion offer** have already been contacted. However, if you feel this event would be relevant or beneficial for your child, please get in touch with **Miss Hicks** and she can help liaise with the **SEND & Inclusion team**.

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### Session 3 – Tuesday 24th June: Science Lesson or Time Capsule Activity

Now it's your turn to do the activity you didn't do last week!

- If you're in **Orange, Navy, Blue** or **Red**, you'll be doing the **Time Capsule session**.
- If you're in **Yellow, Purple, Teal** or **Green**, you'll be doing the **Science lesson**.

We've designed it this way, so you get a full and balanced experience—no matter which group you're in.

**Please note there is no parent/carers event this week.**

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### Session 4 – Tuesday 1st July: Inter-Tutor Rounders & Picnic

Time for some fun and fresh air! Come wearing your **primary school PE kit** or **any suitable sportswear** and get ready to take part in a **friendly rounder's competition** between tutor groups. After the game, you'll **enjoy a little picnic** with your group—including a drink and a sweet treat—before being collected from the **Sports Hall car park** at the **end of the session**.

**Please note there is no parent/carers event this week.**

Please also ensure you have completed the [dietary requirements form](#) before this event.

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### Transition Days – Monday 7th July & Tuesday 8th July.

After the pre-transition after school sessions, we are then looking forward to welcoming you into your **new school for two full days of lessons**, seeing the school grounds, with opportunities to take part in activities designed to give you a real feel for life at BBS.

On the first day, we will also be offering **you a free lunch from our BBS Bistro**. **You will, however, need to bring a packed lunch from home on the second day.**

You will need to wear your **primary school uniform** and bring along a **refillable water bottle**, your **pencil case**, and **possibly** your **PE kit**. A **personalised timetable** and full details will be shared with you **following the after-school sessions** are completed.

Please also ensure you have completed the [dietary requirements form](#) before this event.

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### **Transition Evening – Tuesday 8th July.**

This evening is for **both you** and **your families**. Your **parents/carers** will have the opportunity to meet your child's tutor, hear how you have settled in so far, and learn more about what to expect from your first year at Burton Borough. Further details regarding the format of this event will be shared with you **nearer the time**.

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### **Further important reminders for parents/carers:**

All students must be dropped off and collected by a trusted adult. If your child requires alternative arrangements, please complete the [pre-transition form](#) before **Monday 9th June**.

Our **first aid team** have sent out care plans to parents/carers who have identified medical conditions. Please ensure these are returned to the first aid team as soon as possible to ensure appropriate support can be arranged in time for September.

If you have not already, please ensure all online forms have been completed.

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If you/your family have any further questions, please don't hesitate to contact Miss Hicks directly via email at [sam.hicks@lct.education](mailto:sam.hicks@lct.education).

We are really looking forward to meeting you and helping you take these exciting first steps as part of the Burton Borough community.

**Kind regards,**  
BBS Transition Team