Dear Headteacher,

**Wellfield Academy SixintoSeven (**[**www.sixintoseven.co.uk**](http://www.sixintoseven.co.uk)**) Transition Portal**

The transition of children from primary to secondary schools can be a frustrating and burdensome experience for primary schools. They are often faced with requests for information in different formats from secondary schools and this causes concern that important information could be missed in the process, as well as impacting on workload.

To make this process simpler and more effective,*Wellfield Academy*, as part of the *Endeavour Learning* *Trust* will be using the SixintoSeven ([www.sixintoseven.co.uk](http://www.sixintoseven.co.uk)) transition portal to coordinate the transfer of information about Year 6 pupils this year. Other secondary schools in the area will also be using this system.

The purpose of this portal is to streamline and simplify the transfer of pupil information in a secure way, reducing workload for all concerned. You may have already been made aware of this approach through your local cluster group meetings but you can find out more on the above website.

Primary schools will be invited to connect to their secondary schools via an email from noreply@sixintoseven.com addressed to the head, identifying the originating secondary school.

A school representative will be required to register your school. Please check your Inbox/Spam/Junk for mail from noreply@sixintoseven.com and click on the link to proceed, you will be directed to the SixIntoSeven platform and asked to confirm your school name and details. If these are correct you can proceed to enter your school email address and password using either Google or Microsoft depending on your email provider, if your schools uses an email alias’s or another email provider then please select the “Sign in with Other” option.

There is a straightforward data sharing agreement to complete for GDPR purposes. After that the steps needed to upload your pupils are clearly explained in some introductory videos indicated in the email.

Pupil data only needs to be uploaded once, regardless of the number of your partner secondary schools, although you will need to sign a data sharing agreement for each school. The information required by the secondary school is easy to complete in the portal and data entry can be shared across the appropriate staff in your school.

The system automatically matches pupils using the unique pupil number (UPN). Your partner secondary schools will only see information about pupils they are expecting from you.

The information provided by your school and other primaries will then be available instantly in the correct secondary school. There is no requirement to send separate spreadsheets, Google documents etc. In addition, you can use the system to produce a pdf transition report for any pupils where the secondary school is not taking part.

You can register your school in the SixintoSeven platform and upload your pupils before connecting with secondary schools that contact you. The platform is free for primary schools.

Thank you for taking part in the SixintoSeven portal. We hope this will greatly improve everyone’s experience of the transition process and help us all ensure that pupils have a great experience when they move to secondary school.

Yours sincerely,

Mrs L A Gwinnett Mr J Lewis

Executive Headteacher Head of School