



Year 6 into 7 Transition Process

Dear Parent/Carer

Transfer Day – Tuesday 30th June

Transfer day is an opportunity for your child to spend a day at Mark Rutherford School in preparation for September 2026. This is an important day for students (and parents/carers) in order to allow them to begin to familiarise themselves with the school and to meet staff and other students who will be in their tutor group. The time will be spent mostly with their tutor and they will do a variety of activities to enable them to become more familiar with the school. This will include a tour of the school as well as an explanation of our rules, ethos and expectations. They will experience two subject lessons and we will end the day with an assembly.

- Parent/Carers are responsible for getting their child to Mark Rutherford School.
- School gates are open at 8.15am (please do not arrive before this time) and students are to meet on the tennis courts to the right-hand side of the school (as you look from Wentworth Drive) **by 8.25am**. Please do not drive onto the school site to drop your child.
- Students must wear their current school uniform and school shoes.
- PE kits are not required.
- Please ensure they bring a pencil case with basic equipment such as pens/pencils.
- Students must hand mobile phones into their form tutor. These will be locked in the tutor safe until the end of the day.
- Students should bring a water bottle and they will be provided with a snack (a drink and biscuits) at breaktime. Students may choose to bring a packed lunch but we are able to provide a **free** main meal of either:
 - ★ Southern Fried chicken goujons and chips
 - ★ Crispy Vegan goujons and chips

We will finish school at **2.50pm**, which is slightly before our normal school day, to allow the students to leave site before the rest of the school is dismissed. If you are meeting your son/daughter at the end of school, can we ask that you meet outside of the school gates closest to the tennis courts and not the main entrance due to cars entering/leaving the site. If you are coming by car, can you arrange to meet outside the school and not drive onto the site for health and safety reasons.

We are currently working on the process of placing students in their tutor groups and we will be sending out a separate communication, with regard to their Tutor, Tutor Groups and Houses, in the near future (see the link below for further information on the House System).

[CLICK HERE - Welcome Information](#)

Transfer Evening – Tuesday 30th June

This evening is for parent/carers **and** those children that are transitioning to Mark Rutherford in September. Where possible, please do not bring siblings/other children to the evening, due to space constrictions. We do, however, understand it may be essential for you to bring a younger sibling in order for you to attend.

The evening will start at 6pm and last for approximately 45 minutes. You will receive information from a selection of staff and have an opportunity to meet Miss Young (Head of Year 7), Miss Mazza (Assistant Head of Year 7) and your child's form tutor, as well as relevant senior members of staff. All relevant information regarding your child's transition can be found in the Welcome Pack on our school website or via the link above.

We will also have No Limitz (our exclusive uniform supplier) in attendance to advise and supply you with uniform for September.

Please follow this link to confirm your attendance to the Transfer Evening:

[Transfer Evening Attendance](#)

First day of term – Thursday 3rd September

- Students will meet their form tutor, on the same tennis court as they did on the Transfer Day, **by 8:25am.**
- Students must wear full Mark Rutherford School uniform.
- Students will need to bring the correct equipment in their bag (see link above) every day.
- For the first day, students will need to provide their own lunch. Students that receive Free School Meals will be provided with a meal at lunchtime. After the first day, students will be able to purchase food from the canteen, provided they have credit on their Parent Pay account.

Year 7 will be the only year group in school for the first day, except for our new Year 12's, who will be registering for our Sixth Form and then leaving. This allows them further time to familiarise themselves with the school site, staff and each other before the older students return. They will spend time as a tutor group until break time and then attend their timetabled lessons for periods 3, 4 and 5. They will be given their new timetable, by their form tutor, when they arrive in the morning. Students will not require PE kit on the first day. Please check on which days it will be required after this.

We look forward to meeting you and your child over the next few weeks.

If you have any questions or queries, please do not hesitate to contact us at newintake@mrus.co.uk

Once your child starts, in September, the email contact to use will be Year7Office@mrus.co.uk (please do not use this address until September).

Yours faithfully



Mr J Snowdon
Assistant Headteacher