

Welcome to Potters Gate Primary School





Year 3 Transition
24th April 2026 – 9.30am

Welcome to Year 3 at Potters Gate

Process for Transition 2026

- **Wednesday 24th June 2.30pm - 3.20pm Children's Team Building**

(St Andrew's children will be brought to Potters Gate by Mrs Lloyd, please collect from Potters Gate playground at 3.20)

- **Monday 29th June 6.30 pm Parents' Meeting**

Potters Gate School Hall

(You will be told the name of your child's class teacher at this meeting and have an opportunity to meet them in their classroom)

- **Tuesday 30th June 9.15 – 12.00 Moving up Day**

Children will spend the morning with their new teacher and class in their new classroom.

(St Andrew's children will be brought to Potters Gate and taken back to St Andrew's by Mrs Lloyd)

- **Wednesday 1st July 2.30pm - 3.20pm Story time session and tour of the school for children with their new teacher**

- (St Andrew's children will be brought to Potters Gate by Mrs Lloyd, please collect from Potters Gate playground at 3.20)

Please come to the main entrance at Potters Gate for the above events

Individualised Transition

- Individualised transition programme for children with additional needs
- Please speak to Alexis Carpenter at the meeting on the 29th June if you feel your child will need an individualised transition package.

Classes

- Next week, children at Potters Gate and St Andrew's will write down the names of four children who they work well with and would like to be in class with. We will ensure that children are in a class with at least one of the children on their list.
- Where a smaller number of children (up to 6) come from a school, we aim to keep them together in one class unless there is a reason not to do this.
- Once class lists have been decided we do not change them.

First Day of Term

- Term starts on Thursday 3rd September 2026
- Year 3 teachers will meet children on the playground and take them to class
- Please use either entrance to the playground from Beavers Road or Potters Gate – gates are opened at 8.35am
- School street & Parking

Welcome to Year 3 at Potters Gate

- **What will happen next**
- **Accept your place online by 30th April**
- **The School Office will send you an email giving you your login details for the information database where you will be able to input your child's information. Please complete this by 22nd May**
- **Transition days**