



June 2026

Transition Information 2026

Dear Parents/Carers,

We hope that you had a wonderful half term break and I am sure you and your child will be starting to think about the transition to secondary school. We are delighted that you are joining our King Charles I School family. We understand that your child may feel a mixture of excitement and trepidation at the thought of starting a new secondary school. Our aim is to make their transition as smooth as possible and I hope that you have found the updates in the Newsletters useful and you are all feeling more confident about joining King Charles I School.

We apologise for this long letter, however, we want to ensure you have all the information you need during this crucial transition period. This letter provides key information in regards to the 'New Intake Evening': Thursday 18th June 5.00pm – 7.30pm and the 'Transition Days' on Tuesday 30th June, Wednesday 1st July and Thursday 2nd July.

New Intake Evening: Thursday 18th June 5.00pm – 7.30pm

Our 'New Intake Evening' for parents/carers is on Thursday 18th June from 5.00pm – 7.30pm at our Borrington Site. The evening will be an opportunity for you to visit the school, pre-order your 3 free items of uniform, meet staff and ask as many questions as you may have.

We are keen that this evening provides the information you and your child needs prior to their 3 day transition on Tuesday 30th June to Thursday 2nd July but also for you to understand how we support and work in partnership with you and your child, to successfully move from primary to secondary school. Ruth Allen (Headteacher), James Wilkinson (Head of Borrington), senior leaders, pastoral and teaching staff will be available on the evening to meet. Due the split site nature of our school and the fact that our timetable for next year is still being created, we may not be able to tell you who your child's tutor will be. As soon as we can confirm this we will and we will share contact details and information about them with you.

Due to being oversubscribed again this year, the evening will involve a staggered arrival due to the large numbers expected on this important information evening. We have split arrival times into three and linked them to your child's tutor group allocation. Prior to this evening, we will be letting you know which tutor group your child has been allocated to.

The schedule for the evening will be as follows:

- Parents/carers who have a child in 7B1, 7B2 and 7B3 should arrive at 4.45pm for a 5.00pm, headteacher welcome, information and Q&A presentation in classrooms, followed by uniform sizing in the gym.
- Parents/carers who have a child in 7C1 and 7C2, should arrive at 5.15pm for a 5.30pm, headteacher welcome, information and Q&A presentation in classrooms, followed by uniform sizing in the gym.





- Parents/carers who have a child in 7Q1, 7Q2 and 7Q3, should arrive at 5.45pm for a 6.00pm, headteacher welcome, information and Q&A presentation in classrooms, followed by uniform sizing in the gym.

School Uniform sizing and pre order of 3 badged items Free of Charge

On the evening you will be directed to one of our uniform suppliers to pre-order the following 3 badged items of uniform free of charge: blazer, tie and PE t-shirt. Our uniform suppliers will be present with sizing samples to try. These items will be delivered to your child's primary school in the last week of term, where there are more than 5 King Charles I School students in attendance. For schools with fewer than 5 students, we will make contact directly with parents/carers and arrange a suitable collection time. Further purchases of additional items can be purchased or made on line with either: [Crested School Wear](#) or [Clive Mark Schoolwear](#). The school jumper (branded or none) and the PE ¼ zip top are optional items. A reminder that no alternative jumper is permitted. In the Summer of 2026, in response to student and parent/carers feedback, we introduced a summer plain white polo shirt so that students feel more comfortable in the warm weather. This will also remain as an optional item.

If you are unable to attend the evening, we will have samples available during the week beginning Monday 22nd June to try and order. Please contact the Borrington site reception on 01562 512880 to arrange a convenient time to attend. If you would prefer you can visit the school shop in Kidderminster.

We remain committed to making uniform affordable and hope that by providing these 3 items of uniform free of charge, as students transition to us at the start of Year 7, helps to lift some of the financial burden of starting secondary school. Please be aware that these 3 items (blazer, tie and PE T-shirt) will only be provided once.

Unfortunately, parking on and around the Borrington site for the evening will be very limited. A small amount of parking will be available on site but we request that you do not block anyone in. Please be mindful of the local residents when parking on roads surrounding the school and do not block any driveways and avoid parking vehicles in dangerous places. You can park on our Hillgrove site and walk down if you wish. If you have any special circumstances please do not hesitate to contact us so that we can support.

Transition Days: Tuesday 30th June, Wednesday 1st July and Thursday 2nd July.

Our transition days are designed to give your child the necessary confidence and information that they need to make a positive and happy start at King Charles I School. We hope they will be able to forge new relationships with their peers and staff, become familiar with our routines and their new environment. This is so that they can spend their summer looking forward to all of the new opportunities on offer at King Charles I School.

The following information is important to read prior to the 3 day transition.

Uniform/Equipment

Students must wear their primary school uniform every day other than Thursday 2nd July, where students will need to wear their primary school PE kit with trainers. Students should





bring basic equipment with them in a school bag. This should include a pen, pencil and ruler.

On arrival

Students should arrive at the school gate no later than 8.30am where they will be welcomed and supported by King Charles I School staff and directed to the student entrance. Students will then pass through the student entrance and line up on the Borrington site playground.

During

During the induction days, students will spend a considerable part of their time getting to know staff and other students which is a key priority for a smooth transition. They will also have the opportunity to become familiar with the site and information they need for the start of term. We will share our daily routines, lesson structure, expectations and our values with students so they can be proud of joining our family.

Departure

Students will leave the school site at 3.10pm every day. Please be aware that the Borrington site gets very congested at the end of the school day. If you intend to collect your child by car, it may be prudent to pick up a short distance from the school site. Please can all parents/carers refrain from standing in the road at the exit as vehicles use this access and is dangerous if pedestrians are blocking it.

NB. On Thursday 2nd July, when students have been dismissed at the end of the day, your child is welcome to give you a tour of the site and staff will be on hand if you have any questions or want to discuss anything. We will be available from 3.30 - 4.30pm.

Lunchtime

We are delighted that we will be providing school lunches for all students over the 3 days, so they can have a 'real' experience at lunchtime and understand how the canteen operates, which can be a worry for some students. If your child would prefer to bring their own packed lunch each day, that is absolutely fine. Please let us know if your child has any food allergies that we need to be aware of.

Break-time

The canteen normally sell a range of snacks at break-time, however King Charles I School only use a cashless system and this will not be operational on Tuesday 30th June or Wednesday 1st July. However, on Thursday 2nd July all students will be provided with a small snack free of charge. Students can bring in their own drinks and snacks but please can you ensure no 'fizzy' or 'energy' drinks are brought into school.

School Day Changes Academic Year 2026/2027

For our transition days we have kept to our current times of the day. However, I thought it would be useful to update you on the changes from September 2026. The school day will begin at 8.50am and end at 3.20pm. We will be updating our policies and website in preparation of these changes in due course.





We are looking forward to meeting your child and working with you over the next five to seven years.

Further information will follow but if you have any questions please contact the school office by e-mail office@kingcharles1.worcs.sch.uk or transition@kingcharles1.worcs.sch.uk.

Yours sincerely,

James Wilkinson
Assistant headteacher

