

[illegible]

## Transition process

The transition process from Junior school to Portchester Community School starts in early March when allocations are made by County for places.

Information is collated by the Junior schools in readiness for our staff who work in the transition team to arrange meetings to collect details on the performance and personalities of the new cohort to Portchester. This year, our transition team have held meetings with all the Year 6 teachers and SENCOs from our feeder schools, so we can get the information from the people who have taught and developed the children during their primary years. This coordination helps to provide detailed background on your child which is used by specialist Portchester staff to identify future needs of pupils on their arrival and to allocate individuals to Houses and Tutors to make the transition to secondary education as smooth as possible.

Once Portchester has the definitive list of new entrants for the September start, contact is made with the parents and an information booklet will be sent out explaining some key strands of Portchester life. This will include information about school activities, key staff, the process of transition and the important roles parents, pupils and Portchester staff play to make this process successful.

Uniform is available online from '[Skoolkit](#)' who also have a shop in Fareham, located in West Street.

## The House system

On entry to the school, all pupils are assigned to a tutor group in one of the three Houses: **Portsmouth, Castle or Solent**. The House system is a fundamental part of the school, where the ethos and principles of Portchester are built and shared. Each House has a member of staff known as the 'Head of House' who is responsible for the overall support and leadership of the pupils in the House and who are assisted by their tutor team. Pupils will also be part of their Year Team – this is lead by the Head of Year and supported by a non-teaching Pastoral Assistant.

All pupils will also receive a special Transition booklet, written especially for their year detailing, time of the day, extra-curricular opportunities, and a 'what to do if .....'

## Information regarding dates and visits:

- **Wednesday 2 July 2025 – Transition Day for Year 6**

All new Year 7 pupils will visit us here at the school for the day. Pupils should arrive in the school hall for a prompt start at 8.40 am. We expect pupils to wear their current Year 6 uniform. They will also need to bring writing equipment for the day, a packed lunch and drink and trainers to change into. During the day, pupils will be introduced to our exciting Summer Transition project and given details about this year's Summer Activity Sessions being held here at the school. The school day finishes at 3.10 pm.

- **Wednesday 2 July 2025 – Transition Evening for Parents (starting at 5.00 pm)**

You are invited to attend this essential opportunity to meet the Year Leader, Pastoral Assistant, SEN Team, and members of the school's Senior Leadership Team. School uniform will not be on sale during this event. Uniform is available via Skoolkit's website: [www.skoolkit.co.uk](http://www.skoolkit.co.uk) or by visiting their Fareham store.



**Headteacher:** Mr R Carlyle BEd (Hons)

**Portchester Community School**

White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD

**T:** 023 9236 4399 | **E:** [office@portchester.hants.sch.uk](mailto:office@portchester.hants.sch.uk) | [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk)

**X:** @PCSinformation

**Successful Learners – Confident Individuals – Responsible Citizens**



- A small number of pupils and parents have requested after school tours of the school or would like to meet a member of the Senior Leadership Team or SEN Team, prior to the Transition Day. Should you wish to make an appointment, please call the school on 023 9236 4399.
- Pupils will also be receiving 'Welcome Postcards' from their form tutors and link LSAs.

### Summer School - August 2025

Last year, we ran a successful free Summer School which was funded by the school. We are looking to organise a Summer School again this year. This will involve pupils participating in a range of activities, such as sports, creative arts, cookery, and some off-site visits, for example, to Portchester Castle. Pupils will be able to meet key staff and their peers as well as familiarise themselves with the school site. Summer School 2025 is provisionally booked for the week beginning Monday 18 August 2025. More information will be shared on the Transition Evening.

### Pupil Information Form

Please click the link below to complete your confidential data collection form.

<https://forms.office.com/Pages/ResponsePage.aspx?id=nmt9kvSQcEqfP6Sn6ltd6JUcvTJ4-IKtnRbjY2Xwe9UM1c0NzZMNFlav1BTMDZWOVVYVkfZrkdRMMy4u>

Parents and Carers must complete this carefully to ensure contact information, medical requirements and any other special information is used accurately to support your child while here at Portchester Community School.

**Please complete this form by Wednesday 2 July 2025.**

### Arrangements for the first day in September 2025

The term will start with two training days.

**The first day for new Year 7 pupils will be Friday 5 September 2025.**

Year 7 pupils will need to arrive in the school hall by 8.40 am, in full school uniform, to meet their tutors and have a welcome assembly.

You will have a chance to meet your child's Tutor during the first Year 7 Tutor Evening in September. This is a chance for parents/carers to discuss how they have settled in. It also gives the tutor an opportunity to find out more about the family in relation to their child's interests and aspirations. More details will be sent out about this day at the start of September.

Please take some time to browse the school's website for more detailed information about the school and follow events on the school's X (formerly Twitter) feed on @PCSInformation.

We are looking forward to meeting you soon.

Yours sincerely

*R Carlyle*

Mr R Carlyle  
Headteacher



**Headteacher:** Mr R Carlyle BEd (Hons)

**Portchester Community School**

White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD

**T:** 023 9236 4399 | **E:** office@portchester.hants.sch.uk | **www:** portchester.hants.sch.uk

**X:** @PCSInformation

**Successful Learners – Confident Individuals – Responsible Citizens**

