

IGS PARENT/CARER Y7 TRANSITION HANDBOOK 2025



Class of 2030 Green Ties



PRIDE



RESPECT



COURAGE



RESPONSIBILITY



KINDNESS



RESILIENCE

Head's welcome – Mrs Carly Purnell



Dear Parents/Carers,

It gives me great pleasure to welcome you to Ilkley Grammar School. Whether this is your first child joining us or you are already part of our school community, we are delighted to have you with us. Having been Headteacher here since September 2020 and, prior to this, Deputy Head for the previous seven years, I know the school very well and can say confidently, as both a senior leader and an IGS parent myself, that your child is joining an “amazing” school which provides both an outstanding education and extensive extra-curricular, enrichment and leadership opportunities.

In line with our Latin motto which means “growing in wisdom and stature”, we are committed to both academic excellence and the development of well-rounded young people who have the skills and qualities to make a positive difference through the lives they lead and the choices they make. While we challenge and support students to reach their full potential, we also nurture confidence, resilience, and a strong sense of social responsibility. We believe students thrive in a warm, inclusive environment where kindness, courage and respect are championed, and well-being is a priority. As we start what we hope will be an exciting seven-year journey, we look forward to caring for, inspiring and supporting your child's academic development and personal growth, ensuring they feel valued and empowered to succeed and that they can be proud of who they are and what they achieve.

We have a strong and well-established transition programme and the first of our events takes place this half-term on Thursday 20th March. The evening will launch this year's transition process and will allow us to introduce key colleagues from the transition team, as well as providing further information including details of our iPad scheme. Additionally, we will be visiting local primary schools in May and June for our Transition Roadshows, allowing year 6 students to ask questions to a member of the transition team and our student ambassadors. Year 6 students will also visit IGS for two days in the summer term: an IGS Discovery Day where they will sample curriculum lessons, as well as the Transition Day on Tuesday 1st July when they will meet their new tutor group. The Transition Day for students is also followed by a Parents' Welcome Meeting in the evening.

We are already working closely with primaries to learn more about your child and will ensure each student is placed in a tutor group with at least one friend – although this may not be their best friend, it will be someone with whom they are comfortable. For those coming to IGS as the only child from their primary school, we will carefully pair them with others in the same position and will provide plenty of support to help them settle and integrate successfully.

Should you have any specific questions about transition, then please do get in touch in term time by emailing transition@igs.mlt.co.uk and one of the team will get back to you. You should also use this email to request a specific language, French or Spanish, for your child, stating the reason. Please note, we are unable to accommodate general preferences based on the language studied at primary school but will ensure that requests from native speakers and children whose parents are native speakers or language teachers are met. Requests should be indicated no later than Monday 2nd June; after this point they will not be able to be taken into consideration. Parents of children with a diagnosis of SEND should email our Inclusive Learning team for specific SEND related questions at: inclusivelearning@igs.mlt.co.uk

We are very much looking forward to working closely with you and your child over the next few months, and to the beginning of a strong and positive partnership. We understand that moving on to secondary school can be daunting for some students and their families, and we are committed to keeping you informed and working with you to make the process as seamless as possible.

Kind regards,

Carly Purnell
Headteacher



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A summary of the transition team

Your child will have a wealth of support at IGS. Below is our core 2025 team who will guide the green tie cohort through their first academic year at IGS and beyond! Students will have the chance to meet many of the key pastoral staff multiple times through the transition programme and parents/carers will have the first opportunity to meet some of them at the parent/carer transition launch evening on Thursday 20th March.



Mrs Hessey



Mrs Varley



Miss Allen



Mr Ewbank



Mr Carr



Mr Calvert



Mr Ford



Mrs Iliff

The core transition team:

- Dedicated Head of Year: Mrs Hessey
- Student Support and Transition Manager: Mrs Varley
- Transition Lead: Mr Ewbank
- Progress and Experience Leader (PrExL): Miss Allen
- Assistant Headteacher: Student Experience: KS3 Mr Carr
- Assistant Headteacher: Attendance and Safeguarding: Mr Calvert
- Deputy Headteacher: Behaviour and Attitudes: Mr Ford
- KS3 Inclusive Learning Manager: Mrs Iliff

Beyond the core team:

Beyond the core 2025 transition team, there are multiple stakeholders involved with your child at IGS and the support for helping students to *grow in wisdom and stature* is wide ranging.

- SENDCo, Deputy SENDCos and the Inclusive Learning Team
- Form tutor/s
- Mental Health Lead
- School counsellors
- Safeguarding Officers
- Nurture Lead
- 100 trained staff mental health first aiders



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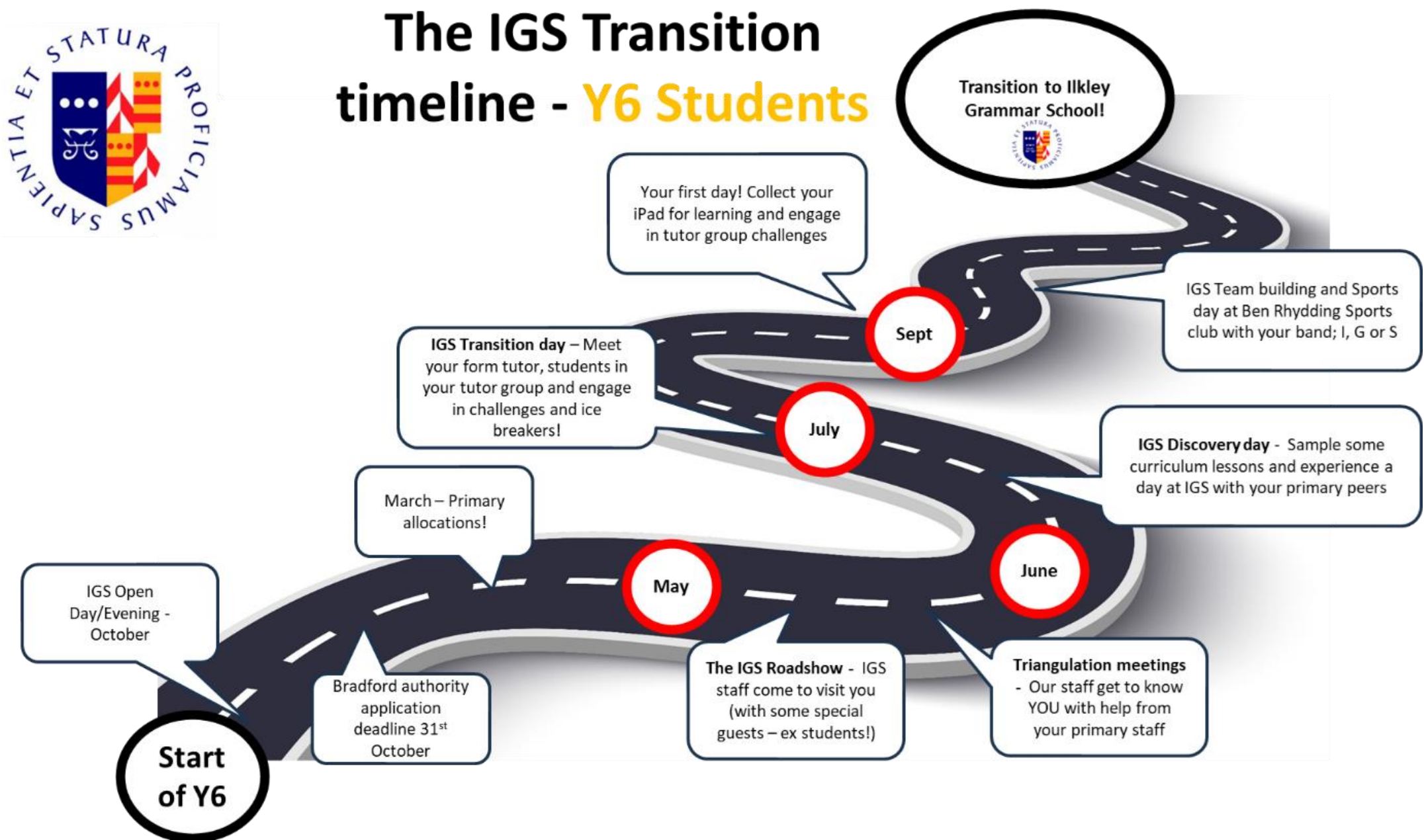
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The transition programme overview

We are very excited to reveal the IGS 2025 Transition programme for our new green tie cohort. We are very confident that the programme will help students feel prepared for the transition to secondary school, ensuring they equip themselves with relevant interpersonal skills to thrive at IGS, demonstrating *Pride* in their learning and their *Personal Best*. Students will embark upon their personal development journey in summer 2025 in year 6 and will arrive at IGS having already started ‘*Growing in Wisdom and Stature*’ in line with our Latin motto ‘*sapientia et statura proficiamus*’.

Y6 Transition Roadmap showing all the stops in the Y6 journey!

The IGS Transition timeline - Y6 Students



Key transition dates 2025

Date	Activity
Friday 14 th March	Acceptance of place at IGS deadline via Applica system (NOT paper return)
Thursday 20 th March	Parent/carers transition launch evening
Ongoing through transition period	Contact with primary schools and SENDCos
Monday 19 th May - Friday 6 th June	The IGS Roadshow!
Tuesday 17 th June – Tuesday 1 st July	IGS Discovery Days
Ongoing through transition period	Triangulation meetings (IGS – Primary – SENDCos)
Tuesday 1 st July	Y6 Transition Day (students)
Monday 7 th July	Parent/carers welcome evening
Tuesday 2 nd September	First day of Y7
September 9 th , 11 th 12 th	IGS Teambuilding and sports days

Main student transition events in greater detail:

The IGS Roadshow:

This provides students the opportunity to find out all they want to know about IGS and their transition journey! They will enjoy a visit at their primary school from some of the year 7 pastoral team to give them a flavour of what life as a pupil at Ilkley Grammar School will be like and give them the chance to ask any questions they have ahead of secondary transition in summer 2025. They will also learn about some important mantras and policies to follow at IGS, with some helpful hints and tips given by current IGS students. They may even receive a visit from a familiar face who used to go to their primary school!



The IGS ‘Discovery Day’:

This is chance for year 6 students to really understand what life at Ilkley Grammar School is really all about! They will spend a day at IGS enjoying a sample of some lessons in the specialist classrooms, being taught by subject experts. They will also get to see the IGS site fully in operation during the school day and will enjoy break and lunch in one of our catering areas. In taster lessons, we will be looking to challenge students, encouraging them to be inquisitive and to try their *Personal Best*, whilst showing *Pride* in their work. Who will be able to solve the ‘who done it’ science DNA experiment? How will individuals work as a team to win dodgeball? What composition can be created in music? The opportunities for exploration and discovery are endless.



Y6 Transition Day:

This is the final step on the transition roadmap before students leave their primary schools and join the IGS team! On the Transition Day, they will attend IGS with the whole new year 7 cohort. We look forward to welcoming them all in their first assembly, before they meet their new form tutor and the rest of their tutor group. During the day they will explore the school site once again to aid orientation, engage in some tutor group icebreakers and activities, enjoy lunch at IGS and meet key members of staff.



September teambuilding and sports day:

In September, our new green ties will enjoy a day of team building and sports activities at Ben Rhydding Sports club with tutor groups within their band. On this day, they will engage in some sporting activities and some mind-boggling team building strategy challenges which will put their communication and creativity to the test. This is the final stop on the transition roadmap; we have every faith that students will make a seamless transition to IGS following this programme of events.



IGS Vision, values and personal development

As an outstanding comprehensive academy, our overriding aim is for all students to enjoy a world-class, inclusive education and for them to achieve their '**Personal Best**' - from year 7 right through to Post-16 and beyond.

IGS vision statement

*"Our vision at Ilkley Grammar School is to provide a **world-class, inclusive education** and exceptional opportunities which will enrich us both individually and collectively as a community. We will inspire, support and challenge each other to achieve our **Personal Best** so that **we all grow in wisdom and stature**. By modelling our Personal Best values and championing equality and diversity, **we will make a positive difference to our own lives and the lives of others** and will be empowered to **lead and influence positive change** on a local, regional, national and global scale."*

The concept of **Personal Best** is at the heart of Ilkley Grammar School and reflects our high expectations. Whilst we challenge and support all students to enjoy success and fulfil their academic potential, we also want our young people to be exceptional citizens who can genuinely make a **positive difference** through the lives they lead. In other words, we want them to **grow in wisdom and stature**, in line with our Latin motto, acquiring knowledge but also growing in character with the confidence, skills, qualities and values to make a valuable contribution to society.

To achieve our vision, our work and our relationships are guided by our **6 Personal Best** values: **Respect; Responsibility; Resilience; Kindness; Courage** and **Pride**.

These values shape our culture and permeate everything we do as members of the IGS Community



Personal Best Values:



RESPECT

We respect ourselves, others, our environment and our community.
We respect the right of others to work, learn and share knowledge



COURAGE

We have the courage to support and challenge others.
We have the courage to use our voice to make a positive difference.



RESPONSIBILITY

We take responsibility for our own learning and motivation.
We take responsibility for our own health and safety and for those around



KINDNESS

We are kind and supportive to each other and celebrate diversity and individuality.
We are kind to ourselves and value the importance of self-care



RESILIENCE

We have the resilience to overcome barriers, learn from our mistakes and strive to improve.
We have the resilience to persevere when faced with challenge and hard thinking.



PRIDE

We take pride in our school and wider community.
We take pride in our learning, achievements and personal development.



Our vision for Personal Development

The concept which underpins our vision for Personal Development is that it is **a web of skills, knowledge and experiences**, developed over time, that is **unique** to every child, and which prepares them for their future – whatever that may be.

What are the Personal Development strands?

There are **8 Personal Development strands** in the model we have developed at IGS. These strands **interconnect** and **overlap** but we believe that everything a student will do either in or out of school, and the knowledge and skills they acquire on that journey, fits into one of the following categories:



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The eight strands of personal development:

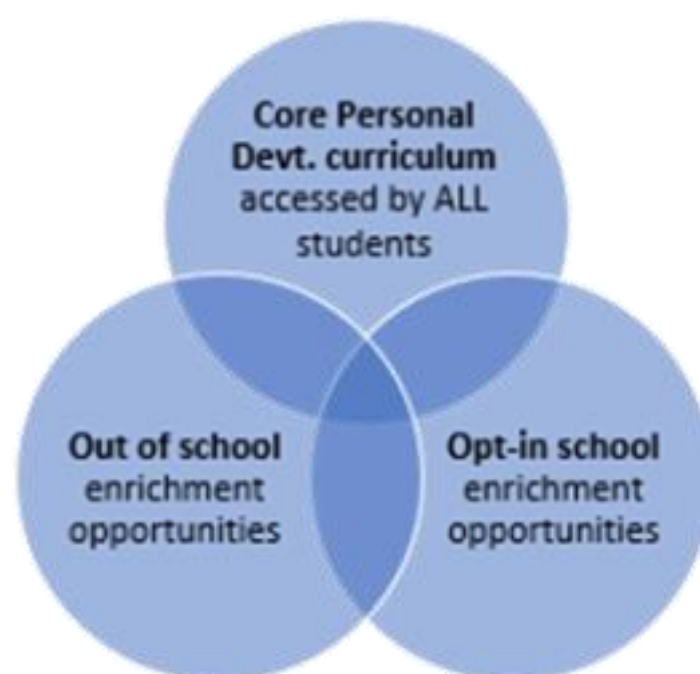
1. Active Citizenship & Community
2. Leadership & Influence
3. Scholarship & Curiosity
4. Next Steps & Careers
5. Sport, Interests & Culture
6. Health & Wellbeing
7. Respect, Equality & Diversity
8. Discovery & Adventure



Where does Personal Development take place?

At IGS we think of Personal Development as a **curriculum** which takes place both **within and beyond the subjects that students' study** in the classroom. We have made sure that there is a **core set of Personal Development activities** that all students will access through things like assemblies, tutor time and Personal Best Time as well as a rich set of additional opportunities that students can opt into.

These additional opportunities may be organised by school, but they may also take place out of school. What we are aiming to offer students is a rich set of **interconnecting experiences** as we know that *'the more we do the more we become'*.



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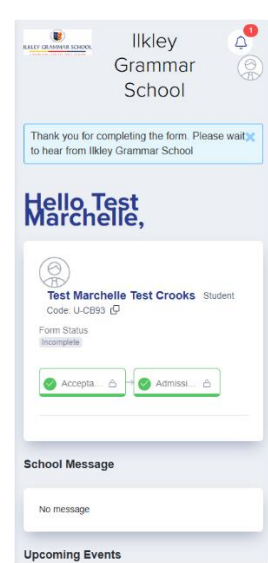


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Accepting your child’s place at IGS - Applicaa

To accept your child's place at Ilkley Grammar School, please accept digitally via our *Applicaa* system. Your formal offer letter from the Bradford Education Authority for all school allocations within the district will have a paper return slip at the bottom of the offer letter, please DO NOT accept using that format.

Acceptance deadline date = Friday 14th March



After you have successfully logged in you will see important messages and upcoming events regarding the IGS Transition programme as well as a link to the form for each of your children who have been offered a place at school.

This area is your application dashboard.

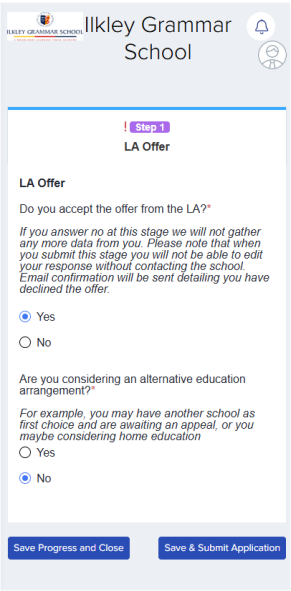
The important first step here is to accept or decline your offer. You will initially therefore only see one phase of the application process.

To accept the offer, please indicate by selecting Yes at this phase.

To decline the offer, please indicate by selecting No at this phase.

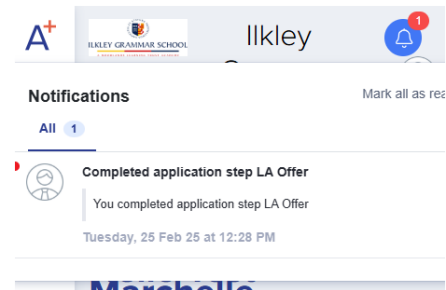
Note that we have an obligation to inform the local authority of any educational arrangements you may choose instead of IGS.

‘Save and Submit’ your application to complete the offer phase.



This completes the initial phase that needs to be submitted by Friday 14th March.

The next phase is detailed below. Further information about this will be available in the initial Transition Welcome Evening. You are free to start completing this next phase beforehand though!



You can also keep track of the progress when you get to the second phase of the application.

There are 6 parts to the form; they do not need to be completed all at once and you can jump back into the form where you left off by click the button on your application dashboard.

You may notice that you will get notifications appearing in the bell icon at the top of the screen.

This helps you keep track of your progress and if there are any new items in the event calendar.



Save Progress and Close

Save & Next

The first step of this phase is to tell us the basic details about your child.

We have filled in some of this for you from the information we have been given by the local authority.

Please do check we have the correct spelling as this will eventually be used for important documents like exam certificates!

Please list parent or carers in order of priority, starting with the contact that should be contacted first in the event of an emergency

Parental & Additional Contacts

✓ Please provide **at least 1** Parent/Carer Contact

! Please select **at least 1** contact to receive parental communication

✓ Please mark at least one of the contacts provided as Priority 1

✓ Please set priorities to the Parent/Carer

✓ Please enter a different mobile number for each contact

✓ Please enter a different work number for each contact

✓ Please enter a different email address for each contact

You will then tell us about any welfare information that concerns your child.

This includes if they are or have ever been in local authority care, they are a ‘Young Carer’, any Special Educational Needs, if they are in receipt of free school meals and if they have any medical conditions or dietary requirements.

New in care status

✕

Start Date

Local Authority:

End Date

In Care Status*

Local Authority

Save

Child's Welfare and Support Information

Please provide the SEN status for your child*

No Special Educational Need

Is your child currently receiving or have they received free school meals? *

No

To keep you child safe in school and during any educational visits it is important to inform us of any of your child’s relevant medical conditions.

For each condition, please provide details of any symptoms and appropriate treatments.

The buttons at the bottom of each step allow you to save what you have done and return to the application dashboard or move onto the next step of the phase.

Child's Basic Details

Please upload a recent passport-style photograph of the child Max 250MB *

Choose file

No file chosen

Child's Forename*

Test Marchelle

Child's Preferred Forename

Test Marchelle Preferred Forename

Child's Surname*

Test Crooks

Child's Preferred Surname

The second step is to tell us about you and anyone else that may have a legal right to supporting your child at school and knowing their progress.

The local authority did not pass on your name so please change your first name and surname as appropriate.

If you already had an application in progress in Applicaa then the system has matched your record from your email address.

In Care Status

Add in care status

Young Carer Status

Add young carer status

Child's Welfare and Support Information

Do you have a Special Educational Need (SEN)?*

No Special Educational Need

Is your child currently receiving or have they received free school meals? *

You will see that a separate box appears if you need to add details of ‘In Care’ or ‘Young Carer’ status

Please remember that according to the DfE, a child is seen to be a ‘Young Carer’ if they are under 18 and help look after a relative with a disability, illness, mental health condition or a drug/alcohol problem.

We have already selected the SEN status from the data provided by the local authority.

Please only change this if this has recently changed.

Does the child have any of the following?

Please leave blank if any part of the form is not required

Does your child have any medical conditions?*

☐ Yes

☐ No

Hayfever ✕Asthma ✕

Please explain symptoms*

For each condition specified above, please provide the symptoms that staff need to be aware of if the condition becomes apparent

Please make it clear which condition you are explaining the symptoms for. You do not need to explain every condition; please only help us where you are aware that additional information would be of assistance in an emergency

He will often go unusually quiet when his asthma flares up

Please then provide us details on how to treat each condition, making it clear which one it refers to.

See the example on the right.

Specific Dietary Needs

Please select from the existing list. Again you can type in the space to narrow down the available options.

If you have added a medical condition above that requires a specific dietary requirement please ensure it has been added here too.

No Celeriac ✕No Raw/Unpasteurized Milk ✕

No Shellfish ✕

The next step is to provide details of your child’s current schooling.

We have added the school according to the data provided the local authority.

Current Siblings

These are students currently studying at Ilkley Grammar School

If the applicant has a sibling already attending this school, please add their details here.

Add Sibling

Former Siblings

These are students that are no longer studying at Ilkley Grammar School

Please add the details of any individuals who are former students of this school and are related to the applicant.

Add Former Student

The first box will allow you to select the medical conditions that you believe we should know about. Select these from the list; note that typing into the text box will narrow down what is available in the list.

You can then tell us of relevant symptoms that your child may exhibit if the conditions arise. Please explain each of the condition symptoms here making it clear which condition they are referring to. In the example on the left, you can see that the asthma is included, and the hayfever is not included as general symptoms are apparent in the latter.

Please explain any treatment that is needed*

For each condition listed above, please clearly indicate the treatment needed to resolve the issue, including whether the treatment is/can be self-administered

Again, please make it clear which condition you are explaining the treatment for.

You do not need to provide a treatment for every condition; please only help us where you are aware that additional information would be of assistance

Please remember to add any dietary requirements for the medical condition in the next question below the response for treatment

He has an inhaler that he carries at all times. An extra inhaler will need to be stored in school for emergencies.

He self-administers antihistamine for his hay fever

Next please provide any dietary requirements that affect your child. Again select these from the list; note that typing into the text box will narrow down what is available in the list.

Please make sure that if any medical condition requires a special diet that this is also included in this section.

Child's School History*

Please select your current school in the space below.

To help you select the correct school we have listed our partnership primary schools that you can copy and paste into the field (which allows you to select from any school in the UK)

- Addingham Primary School
- Burley and Woodhead CofE Primary School
- Burley Oaks Primary School
- Menston Primary School
- Ashlands Primary School
- All Saints' CofE Primary School
- Ghyll Royd School and Pre-School
- Moorfield School & Nursery
- Westville House School
- Askwith Community Primary School
- Ben Rhydding Primary School
- The Sacred Heart Catholic Primary School

Child's current school*

All Saints' CofE Primary School - Ilkley LS29 9BE

☐ I can't find the school

Please let us know if you have any or had any children at IGS.

Each child learns either Spanish or French in Year 7 and 8.

As per the headteacher’s letter, please only provide a preference where there is a valid, acceptable reason.

iPad Scheme

Do you need to sign up for the school iPad scheme?*

☐ Yes

☐ No - we will provide the iPad

The final step is to read the polices and information on consents that you are to accept as appropriate.

The first part of this lists the policies which will need to be read before your child starts at IGS.

- ☐ Acknowledgement of Policies
- ☐ Use of Images
- ☐ Biometric Data
- ☐ School Closure - permission to leave the site

Save Progress and Close

Previous

Save & Submit Application

Language Learning

If you wish to request a specific language for your child please use the appropriate option below.

Please note that we are unable to accommodate general preferences based on the language studied at primary school but will assure that requests from native speakers and children whose parents are either native speakers or language teachers.

MFL (Language) Choice*

☒ French

☐ Spanish

☐ No Preference

Reason for Language*

☒ Native Speaker

☐ Parental Native Speaker

☐ Parental Language Teacher

☐ Other

As an iPad school, students will use a device during their school day.

We have a scheme that helps provide and maintain the device, allowing you to spread out the cost. Please indicate whether you would like further details on the scheme.

Acknowledgement and Consents

By submitting the application for your child you are acknowledging that you have read and understood the items below

Moorlands Learning Trust and IGS Policies

The full list of our public policies can be found on our website. Please follow the link below to view these:

<https://www.bkleygrammarschool.com/our-school/policies/>

By submitting this application you are agreeing to each policy.

Please acknowledge that you have read the policies, then let us know whether you consent to the use of images, biometric data and if you are happy with your child leaving the school site in case of an emergency.

As a school we share data with youth support services. There is notice here that you may opt-out of this after your child is 16.

There is also a privacy notice from the Learning Records Service that you will need to read.

Lastly, please tell us about how your child normally gets to school before you ‘Save & Submit Application’. Clicking this option will prevent further changes by yourself.

Term dates 2025/2026:



Term Dates: 2025-26

AUTUMN TERMS 2025

Monday	1	September	Staff Training Day (School closed to students)
Tuesday	2	September	Year 7, 12 return to school
Wednesday	3	September	Term starts for all other year groups (Years 8-13)
Thursday	23	October	Staff Training Day (School closed to students)
Friday	24	October	Staff Training Day (School closed to students)

Half term holiday: Monday 27th October – Friday 31st October

Monday	3	November	Re-open
Friday	28	November	Staff Training Day (School closed to students)
Friday	19	December	Close (12.30pm)

Christmas holiday: Monday 22nd December – Friday 2nd January

SPRING TERMS 2026

Monday	5	January	Re-open
Friday	13	February	Close (3pm)

Half term holiday: Monday 16th February – Friday 20th February

Monday	23	February	Re-open
Friday	27	March	Close (3pm)

Easter holiday: Monday 30th March – Friday 10th April

SUMMER TERMS 2026

Monday	13	April	Re-open
Monday	4	May	May Day (school closed)
Friday	22	May	Close (3pm)

Half term holiday: Monday 25th May – Friday 29th May

Monday	1	June	Re-open
Friday	17	July	Close (12.30pm)

Summer holiday: Monday 20th July – Monday 31st August (bank holiday)

The 2026-27 academic year commencement dates for each year group will be confirmed in due course.



Ilkley Grammar School
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