

Our Ref: DWt/SCa

March 2026

Dear Parents and Carers,

I am delighted to offer your child a place in Year 7 at Woodlands School from September 2026. We are very excited to welcome your child to our school community and we look forward to giving them an enjoyable, enriching and rewarding secondary school experience.

We are a warm, inclusive and welcoming school community and we seek to give every one of our pupils the support, encouragement and challenge they need to thrive and achieve their very best. As a part of our school community, your child will benefit from a high-quality education and a multitude of opportunities designed to engage, inspire and motivate them. We look forward to supporting them and helping them develop into responsible, confident and articulate young adults.

Your family is joining our school at a very exciting time. Subject to final approval from the Department for Education, we are due to become a part of the Harris Federation – a group of 55 highly successful primary and secondary academies located across London and Essex. Joining the Harris Federation will open up a range of opportunities for our pupils and will allow us to enhance standards across all areas of the school.

On joining the Harris Federation, we will be called **Harris Academy Kingswood** and our current pupils have enjoyed being part of the design process for our new logo which we will reveal soon. The logo will be on our new uniform and we will send out a uniform list shortly.

We want to make the transition to Year 7 as smooth as possible for your child. As such, we run a well-planned transition program to ensure all pupils feel comfortable and well-supported from their very first day with us.

This begins with our Year 7 Induction days on **Thursday 25th June and Friday 26th June**. This is an opportunity for our new pupils to join us in order to experience a full day of lessons and life at Woodlands School.

Our Welcome Evening is being held on Thursday 25th June. This chance for parents/carers to meet with some of our key staff and the Head of Year 7.

Further details for these events will be sent closer to the time.

It is compulsory to complete an admission form to collect necessary information about you and your child. We will take receipt of this form as official acceptance of your place here at Woodlands School. Please [click here](#) to access the admission form which needs to be **submitted by Friday 20th March 2026**.

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Joining secondary school is an important milestone in a young person's life and we want to ensure this is an exciting and happy time for them.

We can't wait to welcome our new pupils and their families into our school community. We are committed to working in partnership with parents and building a meaningful relationship with you over the coming years so that your child can take full advantage of all the opportunities on offer here.

If you have any questions about any aspect of our school, please do not hesitate to get in touch. For all queries regarding the transition from primary to secondary education please contact Mrs Atkinson, Head of Primary Transition and Deputy Designated Safeguarding Lead via email at LAtkinson@woodlandsschool.essex.sch.uk

I hope to meet you at the Welcome Event on Thursday 25th June.

Yours sincerely,



Mr David Wright
Head Teacher