



# THOMAS WILLINGALE SCHOOL AND NURSERY

The Broadway, Loughton, Essex. IG10 3SR. Tel: 020 8508 7287 Fax: 020 8502 5364

Headteacher: Miss T. Phillips B.A. (Hons.), PGCE

18/05/26

**RE: Class for next year.**

Dear Parents/Carers,

As we begin organising our classes for the next academic year, we involve the children by asking them to tell us about their friendships. Each child is invited to anonymously name three classmates they would most like to be with next year. While we cannot guarantee that all three preferences will be met, and the names are not listed in order of preference, we always ensure that each child is placed with at least **one of their chosen friends**. This process is anonymous to reduce pressure and ensure that no child feels left out.

Teachers will begin asking the children for their preferences in the coming days, so you may wish to talk with your child about this after school today.

Class groupings may remain unchanged; however, if changes are made, they will be based on logistical needs, balanced class dynamics, and how children work together. This is never an easy task, but we do our best to get it right, with the aim of creating a happy and productive school environment.

If you have any thoughts or concerns regarding your child being placed with specific classmates, please email your request, clearly stating your reasons, to the school admin email and address it to your child's current class teacher. We will take these into consideration when forming the class lists, although we may not be able to accommodate all requests. Please note that **preferences regarding staff will not be considered**.

All requests must be submitted by the end of **Friday, 22nd May**. After this date, teachers will finalise the class lists and begin preparations to support a smooth transition. This will include a Transition Day, **scheduled for 26th June**, when children will meet their new classmates and teachers. We will not make any changes to class groups after Transition Day.

Website: [www.thomaswillingaleprimary.co.uk](http://www.thomaswillingaleprimary.co.uk)

Email address: [admin@thomaswillingale.essex.sch.uk](mailto:admin@thomaswillingale.essex.sch.uk)



Please help your child prepare for possible changes by discussing how change can be positive. If they feel anxious, remind them that learning happens in the classroom, while social time continues during breaktimes, so they will still have opportunities to see their friends, even if they are in different classes.

Thank you for your understanding and support with what is always a challenging process for staff.

Kind regards,

Teresa Phillips and the TWS Team

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