

TRANSITION ARRANGEMENTS

Dear Parent/Carer

As mentioned in Mr Hayer's letter to you, we are in charge of the transition arrangements from the Primary to Secondary school. We hold two events to help you and your child with this transition. Please see details below.

INDUCTION DAY – Wednesday 6th July 2011

On this day we are inviting your child to attend The Radclyffe School for the day instead of going to the Primary School. The aim of the day is for your child to experience life in our school and become familiar with staff and routines. We find that pupils are excited and enjoy the day and it puts them in a good frame of mind for starting in September. It is therefore vital that your child attends Induction Day. Each pupil will:

- learn how to get to the school in the morning
- meet their Personal Learning Guide
- experience a variety of lessons
- have lunch in Café Mojo
- learn how to get home at the end of the day.

We will be very supportive of your child whilst they are here for the day but you as parents also have a part to play. It would be very helpful if you could ensure the following things:

Please make sure that your child knows how to get to the school for 08:30 (new pupils get worried if they are late). They are to report to the Student Entrance.

It is important that your child has enough money to purchase food at morning break and lunchtime, usually £2.50 - £3.00 is enough. If you wish, your child can bring a packed lunch and something for morning break-time. If your child is entitled to a free school lunch we will ensure they receive that entitlement.

Make sure that your child has writing and drawing equipment for the lessons and a bag to keep them in. All belongings should be labelled.

Your child may be doing PE/Games during the day so she/he must bring along some PE kit. Please let us know if there is a problem with your child doing PE on Induction Day by sending a note on the day.

School finishes at 1.45 p.m. so make sure that your child knows how to get home and/or your arrangements for meeting them.

NEW PARENTS' EVENING – Thursday, 7th July 2011

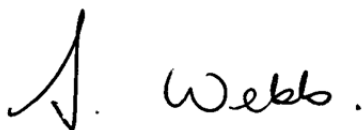
This is an Information Evening where you will have an opportunity to ask questions and listen to key staff. Due to the number wishing to attend, we have to hold two sessions and we would like to invite you in at 16:30. The evening will include:

- * an introductory talk by the Headteacher.
- * a uniform display and the opportunity to buy items from various representatives.
- * a chance to meet Senior Staff and the Year Manager.
- * an opportunity to buy ties, badges and subject resources.
- * an introduction to Learning and Teaching at The Radclyffe School.

It is very important that all parents/carers attend this evening. If you have any queries about any of these events then please do not hesitate to contact us at school and we will do whatever we can to help.

Finally, it is very important that we know who is coming to the various activities. Could you therefore complete the reply sheet and return it in the enclosed stamped addressed envelope together with the completed Confidential Form.

Yours faithfully



S. Webb
Deputy Headteacher



D.Harrison
Assistant Headteacher

and