



June 2019

Transition to King Charles I School Letter 2 Monday 1st, Tuesday 2nd, Wednesday 3rd, Thursday 4th and Friday 5th July 2019

Dear Parents/Carers,

Further to the transition letter distributed in April, I am writing to provide you with important information about our 'Transition Week' on Monday 1st to Friday 5th July 2019.

On arrival

Students should go straight to our Borrington Site playground through the student entrance for 8.20am. Please can I stress that parents/carers must not be on the school site and should instead say their good-byes at the front gate. Staff will be available to welcome and guide students to the playground and remind students of their tutor group. Students will then line up with their tutor group in silence, which is one of the routines students follow through the academic year.

Uniform/Equipment

Students must wear their primary school uniform including black school shoes on Monday 1st, Tuesday 2nd and Thursday 4th July. On Wednesday 3rd and Friday 5th July students must wear their primary school physical education kit to participate in a morning of sports day team activities. Students who arrive without their black school shoes will be expected to borrow shoes from the school. We believe in the importance of wearing the correct school uniform and during the transition week there is no exception. Students should bring a pen, pencil and ruler with them.

During

During the induction days, students will have the opportunity to experience and understand the routines and expectations we implement at King Charles I School. We implement high expectations to ensure all students can learn in a safe and purposeful environment free from distraction. Students will become familiar with the school site and also have taught lessons in a range of subjects they will study in September. Homework will be explicitly covered as this is sometimes an area that is significantly different to primary schools. Assemblies and activities will take place throughout the week on aspirations, rewards, behaviour, literacy and the importance of attendance.

Departure

The school day concludes at 2.55pm and I would like to make you aware that the Borrington Site gets very congested if you intend to collect your son/daughter. Please do not block the vehicle entrance or park in the restricted zones outside of the school. It may be prudent to arrange a pick-up away from the school site.

****please note that on Friday 5th July students will be finishing on the Hillgrove Site following the Sports Day afternoon. Please refer to the Sports Day letter issued during the week beginning Monday 29th April.***

Lunchtime arrangements:

Monday 1st July

On Monday 1st July lunch will be provided by the catering team, funded by school. Students will have a choice of either hot or cold food. If your son/daughter would prefer they can bring their own packed lunch.

Tuesday 2nd until Friday 5th July

Students will need to purchase their own food via the biometric cashless payment system. Please find an attached letter and permission form, explaining how to set up a ParentPay account and to consent to your son/daughter having their fingerprint taken. This will enable your son/daughter to use the biometric system to purchase food at the canteen, as long as money has been put on their account. The consent letter must be returned by Friday 14th June as without it we are unable to take any fingerprints and in this instance students would need to bring their own food.

Some students may wish to bring packed lunches for the week and are more than welcome to do so.

Break-time

The canteen sell a range of snacks at break-time. However, this will not be operational on Monday 1st July until students have had their finger print taken to activate the payment system. Students can, of course, bring in their own drinks and snacks but please can you ensure no 'fizzy' or 'energy' drinks are brought into school as they are on the banned item list. On Tuesday 2nd July until Friday 5th July students will be able to use this facility as long as their account has been activated.

Transition evening

We will also be holding a 'New Intake Evening' for you on Thursday 4th July from 5.30pm until 7.30pm. Additional details can be found in the 'Intake Evening' letter. I would like to encourage you to attend so we can articulate our vision for educating our students. Unfortunately parking on and around the Borrington Site for the evening will be very limited. A small amount of parking will be available on site and we are investigating the possibility of using Comberton Primary School for additional parking. It would be very helpful if you could arrange to share a car to reduce the number of vehicles coming on to the site and surrounding area.

Whilst writing, may I remind you that we try to ensure that the data we hold on our students is as accurate as possible, both for ease of administration and for students' own safety. It is essential that we have a minimum of two contact numbers. We would be grateful if you have not returned the 'Information for school records' form, please do so as soon as possible and return it to your son/daughter's primary school in a sealed envelope marked 'King Charles I School'.

The school is closed over the summer holidays. However we appreciate it can be an apprehensive time for new Year 7 students. Therefore, if you have any questions you can contact year6enquiry@kingcharles1.worcs.sch.uk and a response will be given as soon as possible. The reception on the Hillgrove Site will be open on Thursday 22nd August from 9.00am-12noon for enquires and on the TEDs on Monday 2nd and Tuesday 3rd September from 8.00am-3.30pm.

We look forward to meeting your son/daughter during the 'Transition Week' and you on the 'New Intake Evening'. In the meantime, if you have any questions, please do not hesitate to contact us at the school.

Yours sincerely

James Wilkinson
Assistant headteacher (head of the Borrington Site)