



June 2018

## Transition to King Charles I School Monday 2<sup>nd</sup>, Tuesday 3<sup>rd</sup>, Wednesday 4<sup>th</sup>, Thursday 5<sup>th</sup> and Friday 6<sup>th</sup> July 2018

Dear Parents/Carers,

I am writing to provide you with further information about our 'Transition Week' on Monday 2<sup>nd</sup> to Friday 6<sup>th</sup> July 2018.

### **Uniform/Equipment**

Students must wear their primary school uniform including black school shoes everyday other than Friday where students will need clothing for the Challenge Academy activity day. Students will be expected to borrow shoes from the school if they do not arrive in the correct footwear. Students should bring basic equipment with them and this should include a pen, pencil and ruler.

### **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 should not be on the school site and should instead say their good-byes at the front gate. Students will be reminded of their tutor groups and will line up in silence at the designated points.

### **During**

During the induction days, students will spend a considerable part of their time getting to know their tutor and understanding the expectations of King Charles I School. In addition, we will be giving the students the opportunity to become familiar with the school site and the routines and procedures students must follow to be safe and successful during their time at the Borrington Site. Students will also have the opportunity to have a subject experience to they can be confident about the way lessons are conducted along with the expectation for work to be done at home. A number of assemblies will take place including Sixth Form and University aspiration presentations and behaviour and rewards clarification. Students will take part in a sporting activity on Wednesday 4<sup>th</sup> or Thursday 5<sup>th</sup> July so it is important that they bring appropriate footwear (i.e. trainers) with them to change into.

### **Departure**

Monday will conclude at 3.20pm; Tuesday at 3.20pm; Wednesday at 3.05pm; Thursday at 3.20 and Friday at 4.00pm (this is the return time expected from Challenge Academy). Please be aware that the Borrington Site gets very congested at the end of the school day and so if you intend to collect your son/daughter by car, it may be prudent to arrange a pick-up away from the school site.

**\*please note that the finish time on Tuesday 3<sup>rd</sup> July is 3.20pm and not 4pm as previously stated.**

### **Challenge Academy**

**Friday 4<sup>th</sup> July:** students will attend a team building day at 'Challenge Academy'. Students should arrive at school no later than 8.20am and should line up in their tutor groups on the playground. They should wear light clothing (a tracksuit would be ideal) and trainers. Sun cream and possibly a hat should also be worn as they will be working outside all of the day. A packed lunch will be required to take with them on the trip. We expect them to return from 'Challenge Academy' at 4.00pm. As they arrive back they will need to line back up on the playground so we can dismiss students in a safe and orderly manner.

**Lunchtime arrangements:****Monday 2<sup>nd</sup> and Tuesday 3<sup>rd</sup> 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.

**Wednesday 4<sup>th</sup> and Thursday 4<sup>th</sup> July**

Students will need to purchase their own food via the biometric cashless payment system. In June a letter explaining how to set up a ParentPay account will be issued. This will enable your son/daughter to use the biometric system to purchase food at the canteen. The consent letter must be returned by Friday 22<sup>nd</sup> June as without it we are unable to take any fingerprints.

**Friday 6<sup>th</sup> July**

Students will need to bring a packed lunch to take with them on the trip.

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

**Break-time**

The canteen normally sell a range of snacks at break-time, however King Charles I School use a cashless system and this will not be operational on Monday 2<sup>nd</sup> and Tuesday 3<sup>rd</sup> July until students have been able to activate the cashless system. Students can of course bring in their own drinks and snacks to have on these days but please can you ensure no 'fizzy' or 'energy' drinks are brought into school. On Wednesday 4<sup>th</sup> and Thursday 5<sup>th</sup> July students will be able to use this facility as long as their account has been activated with the correct permissions.

We will also be holding a 'New Intake Evening' for you on Thursday 5<sup>th</sup> July from 6.00pm until 8.00pm. Additional details can be found in the 'Intake Evening' letter. Unfortunately parking on and around the Borrington Site for the evening will be very limited. It would therefore be very helpful if you could arrange to share a car to reduce the number of vehicles coming on to the site.

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. 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'.

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)