June 2019

Dear Parent/Carer

**Re: Year 7 Induction Evening and Induction Days**

I am contacting you to give you further information about our transition and induction programme which will take place later this term. Induction Evening will take place on the evening of Tuesday, 2nd July, when parents and children will have an opportunity to visit the school, meet with staff and find out a little more about the arrangements for the start of the autumn term. Your child will then spend two days with us, Thursday, 4th and Friday, 5th July.

On Tuesday, 2nd July the evening will begin at 5.30pm with a presentation in the main hall, where we will take you through some important information regarding your child’s transfer to Alder and answer any questions you may have. At around 6.00pm there will be an opportunity for you to have a look around the school and to meet with your child’s form tutor and Mr Heaton, Progress Leader for Year 7.

Form tutors will all be in the main hall for the presentation and will then be available in their form bases from 6.00pm for the rest of the evening so please introduce yourselves to them. The evening will end at 7.00pm.

Uniform will not be on sale on Induction Evening but enclosed with this letter is information about our suppliers. Please note that we are introducing new ‘house’ coloured ties for September. Your child will be informed which house they are in on the induction day. Ties will be available from our uniform suppliers during the summer.

On Thursday, 4th and Friday, 5th July your child should arrive at school for 9.00am on both days. They can arrive either at the front entrance of school or via the back gate entrance, members of staff will be available to direct children from 8.45am.

Over the two days the children will meet with their form tutor and form group, have a tour of the school and join in with a number of different lessons and activities. They will finish each day at 2.20pm. Children can be picked up from the front entrance or the back gate; or they can walk home alone with your permission. If older siblings are picking up your child they can do so from the hall at the end of our school day at 2.45pm. If parents are collecting by car please bear in mind the parking restrictions in force and the fact the car park will already be busy. It might be easier to meet children at the back of school near the open ground between Shaw Avenue and Grange Road South.

All students should dress in what they would normally wear for primary school. In addition students should bring a PE kit as some of them will be having a PE lesson during the two days. With regards to equipment, students should bring at least a pen, pencil and ruler as will be expected of them in September. Students should either bring a packed lunch or £4 to cover lunch for both days (this is a reduced cost for the inductions days only). Students entitled to free school meals will automatically receive a lunch.

You will find the following information enclosed:

* A student admissions form (pink). Please complete and sign this form and bring it with you on Induction Evening;
* Transition information form. Please complete and sign this form and bring it with you on Induction Evening (unless you have already returned this form and received an e mail confirmation);
* Term dates for 2019/20;
* Information and a form to apply for school meals;
* A Home School Partnership Agreement;
* A letter regarding school visits and activities;
* A letter regarding filming and photographing students in school;
* Letters and information regarding school attendance, punctuality, holidays in term time and penalty notices;
* A letter regarding online safety;
* Information about the Biometric system used for cashless catering;
* Yellow School Bus information;
* Our uniform and equipment policy and supplier information;
* Details about ‘MyEd’, a smart phone app which shows you up to date information about all aspects of your child’s school life;
* Details about [www.easyfundraising.org.uk](http://www.easyfundraising.org.uk), a website which gives you the opportunity to raise free funds for school every time you shop online.

I hope your child will have two enjoyable days with us and if you have any queries over the arrangements please do not hesitate to contact the school. I hope you will make every effort to attend the Induction Evening and I look forward to seeing you on the night.

Yours sincerely



**Richard O’Regan**

**Headteacher**

**Encs**