

Parent/Carer of **NAME**

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Dear Parent/Carer of **NAME**,

I hope this letter finds you and your family well in these challenging times and that **NAME** is looking forward to joining us in September.

As many students have now been offered their placements at secondary schools, it is my pleasure to welcome you to Farlingaye if you have been allocated a place in Year 7 for September 2021. I truly believe that Farlingaye is a fantastic school with a huge range of exciting opportunities and I hope your child has a happy and fulfilling education with us.

As we move towards the summer term and thoughts of leaving year 6 begin to materialise, I thought it would be sensible to outline our current plans for transition. This year we will endeavour to do all of the kinds of things we do in a normal year but, as with all things at the moment, these may be subject to 'tweaks' or changes as we follow government guidance in the months ahead.

#### **Current plans for transition arrangements:**

- Please complete the *online Admission Form* by **21<sup>st</sup> May 2021**. This can be found on the Farlingaye website under Parent Information Pack or by using the link below:

[https://forms.office.com/Pages/ResponsePage.aspx?id=qgWf\\_CHglkG3vJFDsWTzsUIB\\_8RLQ1xEoTKa693I8CJUOTBLRIZPMEFSQjJGSUhGR0JDVIZYTEYwVC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=qgWf_CHglkG3vJFDsWTzsUIB_8RLQ1xEoTKa693I8CJUOTBLRIZPMEFSQjJGSUhGR0JDVIZYTEYwVC4u)

- **Family New Intake Interview Evenings (online): 12<sup>th</sup> May, 18<sup>th</sup> May and 26<sup>th</sup> May.**  
This is when we have informal conversations with students and their families regarding information about starting at Farlingaye and 'how things work'. Normally this would take place in school, but to keep things safe and ensure there needs to be no changes in planning, we will do this online this year. You will be allocated a 15 minute appointment with a member of staff through our SchoolCloud system. A link and further instructions on how to join the meeting will be sent to you in due course. If the time is not convenient, or you have changed your email address since applying for a school place, please contact the school.
- **Year 7 pastoral team visits to catchment primary schools: from the Easter holidays onwards.** Miss Ring, The Head of Year 7, and her pastoral team will visit the school to introduce themselves, give some information about life at Farlingaye and answer questions from the students.

- **Student New Intake Day: Monday 28<sup>th</sup> June.**

This is when all those students who have been allocated a place visit the school to experience their new forms, meet new teachers and get a feel for a school day at Farlingaye. Clearly this is the event most likely to be subject to change in terms of following Health and Safety guidance from the government.

- **New Intake Evening: Thursday 1<sup>st</sup> July.**

At this event, parents will get the chance to talk to their child’s new Form Tutor, or a member of the pastoral team if that is not possible. This might be face-to-face or online, depending on the situation at the time. At this point, parents and carers can raise concerns or ask questions and it continues our process of getting to know the new students and their families. Invites and information will be sent to families nearer the time.

Over the next few months, we will be collecting information about students in a number of ways. For example, Year 6 teachers will be providing us with academic and pastoral information to help us to get to know the new students. Furthermore, our SENCO, Mrs Moore, has already contacting primary schools to begin finding out about additional needs that students might have. Some students and parents may be invited in, at a later date, to have additional contact with the school as a result.

Please do keep an eye open for new information by checking back to the Transition/Parent Information section of the Farlingaye website periodically. This will include guides for new parents and students, information about uniforms and a virtual tour for new Year 7 students, introducing them to the school and staff they need to be aware of.

I would like to end this first letter by saying that everyone at Farlingaye is really looking forward to Year 6 coming to join us and hope the process enables students to feel comfortable about this transition.

Please feel free to contact me with any questions or concerns about the contents of this letter.

Kind Regards,



Assistant Headteacher

			
<p><b>Mr Read</b> Lower school Co-ordinator</p>	<p><b>Miss Ring</b> Year 7 Co-ordinator</p>	<p><b>Miss Thraves</b> Assistant Year Co-ordinator</p>	<p><b>Mr Austin</b> Assistant Year Co-ordinator</p>