

Parent/Carer of «Forename» «Preferred_Surname»
«School»

March 2024

Dear Parent/Carer and «Forename»

Primary Interviews, New Intake Day and New Intake Evening

I am delighted that «Forename» will be joining us in September and would like to introduce myself: I am the Head of Lower School and will have oversight of your child over the next three years. As part of our programme to ensure «Forename» makes a smooth transition from primary to high school, every family has the opportunity to meet with a member of staff from Farlingaye prior to joining us in September.

It is important for «Forename» to attend the interview with you, and this will take place at Farlingaye High School on:

Date: «Date» **Time:** «Time»

We would ask you to attend the interview with your child, which will take about 15 minutes. The interview will take place in our **6th Form Block** and is an opportunity for you to discuss with us any concerns you may have, or information you would like us to know about your child. We are very keen that your child has a smooth transition to us.

Please complete the Farlingaye *online Admission Form* by 17th May 2024 and the link is below:



<https://forms.office.com/e/5R37ujFtqr>

There are two other primary transition events that you need to be aware of:

Student New Intake Day: Monday 1st July.

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.

Farlingaye High School, Ransom Road, Woodbridge, Suffolk IP12 4JX | Tel: 01394 385720 | mail@farlingaye.suffolk.sch.uk



The day begins at 9.30am. Students from the Woodbridge Schools will walk to us accompanied by their teachers. Transport will be arranged for the other schools, who will also be accompanied by their teachers. Once with us, the students will be welcomed by Year 7 pastoral staff and senior teachers, then take part in a programme of events planned by the Year Co-ordinator. The day ends at about 2.30pm and students will be returned to their primary school at that time.

Your child will have lunch with us. Whilst Year 6 children are welcome to bring a packed lunch on that day, we find most students wish to try our cafeteria system. We are pleased to advise you that Caterlink Catering are providing a free two-course school meal to the value of £2.40 on New Intake Day, with water to drink. We have a long morning, and experience has shown us that it would be a good idea to send your child with a small snack and a drink for break time.

Parents' New Intake Evening: Thursday 11th July.

This event is from 5.30pm to 7.30pm 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. It is more comfortable for all concerned if we stagger arrangements through the evening.

We are asking families with surnames beginning with **A – J to arrive in time for Mr Smith's talk at 6.05pm**, and families with surnames from **K – Z to arrive in time for Mr Smith's talk at 6.45pm**.

During New Intake Evening, Coes, our school uniform and PE kit suppliers, will be attending with samples in various sizes available to try on and order. Our **recycled uniform shop** will also be open, selling pre-loved uniform at very reasonable rates.

The Year Co-ordinator and the tutor team will be available to meet you on New Intake Evening. There will also be senior staff available to discuss any concerns you may have. Your children are welcome to attend this evening, however, our numbers are large and the evening is primarily for you – your child will have had their 'special day'. 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.

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, is 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,



Mr Toby Read
Assistant Headteacher