



St Mary's Catholic School

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where everyone can succeed



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Dear Parents and Carers

RE: Important Transition Information

I hope that this letter finds you and your family safe and well.

As Miss Patterson outlined in her previous letter, I wanted to get in touch with you all with some further transition information. There are several forms which we ask parents to complete when their children join our school in Year 7. Enclosed you will find a student information form, a medical form, and permission forms for IT access, the school library, the biometric system we use for school lunches etc. In order to make the transition process as smooth as possible and to help support our planning, we would like to ask you to complete these forms as soon as possible and return these to St Mary's school office. The easiest way to return the forms is via email to our school admin address admin@st-marys.newcastle.sch.uk. Alternatively you can post them or you can drop them off at our main reception or your child can bring them with them on the transition days. If you have any problems with returning the forms or require a paper copy, please let us know and we can support you with this.

I have also enclosed the Newcastle City Council form to complete should you need to apply for free school meals. This form will need to be returned to the address on the form and not to St Mary's school.

As Miss Patterson mentioned, we are hoping to go ahead with two transition days and Year 6 students will be invited to spend two full days with us here at St Mary's on **Wednesday 7th and Friday 9th July**. Both days start at 8.45am and finish at 3.00pm. Primary school uniform should be worn on both of these days. The transition days will involve sample lessons, as well as a range of activities, including a tour of the school and our 'Moving On' Liturgy. Lunch will be provided on the first day (Wednesday 7th July). On the second day (Friday 9th July), the children will need approximately £2.30 or they can bring a packed lunch. If they are entitled to free meals, they will be provided with a school meal each day. For both visits, you will need to make the travel arrangements for your child to and from St Mary's. We recommend that the children make the journey to and from school independently, on at least one of these two days, in preparation for September. Of course, our number one priority is the health and safety of all students and staff and we will be in touch regarding further health and safety information for these days nearer the time. Whilst we really hope these days can go ahead, of course they may be subject to change depending on national and regional developments and possible changes to government guidelines.

Please be reassured that we will be working closely with the primary schools over the next few weeks in order to gather all of the information we will need about our new Year 7 students. We gather information regarding achievement, friendships, any special educational needs, any medical needs and also pastoral information that will support a smooth transition. However, please do not hesitate to get in touch with me at the school email address if you have any questions at all throughout this period.

We look forward to welcoming you and your children to St Mary's as soon as possible and to working with you over the next seven years.

Yours faithfully,

Miss L argue
Director of Student Support