

May 2018

Dear Parent/Guardian

WELCOME MESSAGE FROM THE TRANSITION MANAGER

I would like to extend you a very warm welcome to King Richard School and am sure that your child's five years with us will be both enjoyable and productive. Success is always built on good foundations and with this in mind I am writing to inform you about the arrangements when your child joins us for taster days on **Monday 2nd and Tuesday 3rd July**.

Year 6 pupils will follow a slightly different timetable from the rest of the school. **A Year 6 pupil's day will begin at 9.15 am and end at 2.30 pm.**

It is important for us to ensure your child's safety at the end of the school day. We would, therefore, request that you complete the form attached indicating your preferred arrangements. It is also important that your child fully understands these.

Year 6 pupils are not expected to wear the King Richard School uniform during this period. We would simply ask that they use their current trousers or skirts with a simple white t-shirt or polo shirt. Being ready to learn is very important, so a simple pencil case with a pen, pencil, rubber and short ruler will be essential for your child to bring with them to King Richard.

We will be providing lunch on Monday, or your child can bring a packed lunch. **On Tuesday, your child will need to bring or buy their own lunch.** If your child is currently entitled to a free school meal we will arrange to have this transferred, otherwise the cost of an average meal is £2.00. The school cafe will also accommodate students who bring in a packed lunch.

If your child has a specific educational or medical need this information should have been sent to us by their current school. If you need to change or update this information please contact us. If your child is ill or unable to attend school for some reason please contact the school by 9 am.

The key to making sure that your child makes the most of their time at secondary school is good communication. If you are unsure or concerned about the slightest thing, it is essential that you contact us. It is also essential that we are able to get hold of you in an emergency or if for some reason we had to close the school at short notice. While this is very unlikely it does happen and we need to know your child is safe or has somewhere to go.

I will be available to speak to you at the **Year 6 Parents' Transition Meeting**, held on **Tuesday 3rd July at 6.30 pm**.

If you have any questions or queries please do not hesitate to get in contact with me (02392 370321) or Miss Richardson, Year Manager (02392 370321 Ext 261).

Yours faithfully



Mrs E Nutland
Head of Year 7/Transition Manager