

March 2024

Dear Parent/Carer

Welcome to Copleston High School! We are pleased to confirm that your son/daughter has been allocated a place with us. We look forward to working with you and your child during the next stage of their education. We are keen to get to know you and your son/daughter between now and September, and there will be numerous opportunities for us to talk to you and your child to help to make the transition between primary and secondary school as smooth as possible. Please do not hesitate to contact us if you have any queries. We are always pleased to hear from you.

The primary liaison team consists of: Mr Pheasant (Primary Liaison Co-ordinator), Mrs Naseri (Leader of Learning for Year 7) and Mrs Pilkington (SENCo). We will be working with you, your child and their school to prepare for your child's entry to Copleston in September.

March - April: The primary liaison team will visit each Year 6 pupil (concerning answering questions, allaying fears, collecting information, if relevant, on peripatetic music lessons etc). Parents/carers have an opportunity to contribute to information gathering via the 'Getting to Know You' booklet. A copy of this booklet is enclosed for completion by pupils and parents/carers. Please return this Booklet via email to Copleston – mail@copleston.suffolk.sch.uk or via post to Copleston or via your child's primary school. **Deadline for the return of the 'Getting to Know You' Booklet is Friday 10 May.** In addition, the primary liaison team will speak to teachers of each Year 6 pupil about attainment, learning styles and specific information needed to cater for each individual's needs.

May: Invitation to Induction Days (see below) issued to Parents/Carers

May - June: Mrs Pilkington (SENCo) to visit Year 6 pupils and teachers, where necessary.

Monday 3 June: Deadline for writing letters to Mr Green **if you have a preference** for your son/daughter to study a particular **language:** French or Spanish. You should write explaining the specific reason for your son/daughter to study French or Spanish (for instance, it may be the first language of the household or of a parent).

Induction Days

Mon 24 / Tues 25 June Britannia/Clifford Road + Sidegate

Wed 26 / Thurs 27 June Broke Hall/Rose Hill/St John's + other schools

The induction days will start at 8.20 a.m. prompt (arrival at Main School entrance) and will end at 3.10 p.m. Pupils will have a series of lessons designed to give them an insight into learning at secondary school. On the first day, all pupils will be given a lunch, free of charge. On their second Induction Day, they will be able to purchase a canteen lunch or a snack. We will be informed by Primary Schools about pupils who receive a free school meal. They can, of course, bring a packed lunch instead. Pupils should bring pens, pencils, ruler etc. Primary school uniform must be worn. English homework will be set for September. Pupils will need their current **PE Kit** on the first day together with sun hat, sun cream and water.

Continued over/

Wednesday 26 June: Year 6 Parents'/Carers' Evening at 6 p.m. in the Sports Hall. The aim of this evening is to inform parents/carers about how they can help prepare their child for secondary school. We will go through some of the key areas such as uniform and expectations, and you will receive a copy of the Year 7 Parents'/Carers' information guide that provides detailed information about what you need to know to support your son/daughter through their time at Copleston.

Thursday 18 July: End of Term for students.

Friday 19 July PD Days for staff only (Disaggregated)

August: **During August** you will receive the following via Parentmail which you will need to complete and return electronically:

1. Data Collection Forms with emergency contact details
2. Photo/Social Media Permission
3. Home School Agreement
4. Acceptable Use of ICT and Mobile Phones Consent
5. *Instrumental Music Tuition Form – to be confirmed*

Monday 2 / Tuesday 3 September 2024: PD DAYS – staff only

Wednesday 4 September: Year 6 start as Year 7 at Copleston High School. Arrival at 8.20 a.m. for 8.30 a.m. start. Full Copleston school uniform to be worn.

If the email address used to send this letter is not the one you wish us to use in future correspondence, please contact us with the correct email address via mail@copleston.suffolk.sch.uk with the name of your child and their Primary School.

We look forward to meeting you and your son/daughter in the near future.

Yours sincerely

D Pheasant

D PHEASANT (Primary Liaison Co-ordinator)