

3 March 2021

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), Miss Bradshaw (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 friendship groups, answering questions, allaying fears, collecting information, if relevant, on peripatetic music lessons etc). Parents/carers will have an opportunity to contribute to information gathering via a 'Getting to know you' booklet for pupils, in which there is a page for parents/carers to complete. 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:** The following letters will be issued to parents/carers:

1. Invitation to Induction Days (see below).
2. Copy of Emergency Contact Information, currently on County system, for amendment where necessary.
3. Cashless Catering Letter and Consent Form

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

**Monday 7 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 5 July/Tues 6 July Britannia/Clifford Road + Sidegate

Wed 7 July/Thurs 8 July Broke Hall/Rose Hill/St John's + other schools

*continued over/*

The 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. **During your child's Induction Days, the emergency contact amended sheet will need to be handed in. The parental consent for cashless catering will also be collected in when your child is registered on the biometric system. This will be carried out during the two day Induction period.**

**Thursday 8 July:** Year 6 Parents'/Carers' Evening at 6.30 p.m. 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.

**Friday 16 July:** End of Term for students.  
**(Monday 19/Tuesday 20 July are PD Days for staff only)**

**During August** you will receive a Parentmail with the necessary forms which you will need to complete electronically. These will include:

- Photo Permission
- Home School Agreement
- Acceptable Use of ICT and Mobile Phones
- Instrumental Music Tuition

**Wednesday 1 / Thursday 2 September:** PD Days – staff only

**Friday 3 September:** Year 6 start as Year 7 at Copleston High School. Arrival at 8.30 a.m. Full Copleston school uniform to be worn.

**We would be grateful if you could let us have your direct email address by forwarding it to [mail@copleston.suffolk.sch.uk](mailto:mail@copleston.suffolk.sch.uk) with the name of your child. This will enable us to contact you with further induction information, without having to go via your child's 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)