

21st May 2018

Dear Parent/ Carer

Welcome to Ingleby Manor Free School

Welcome to Ingleby Manor School, we are delighted that your child will be joining us this coming September.

Year 7 is a very special time for young people as it marks the beginning of their next phase in their learning journey and here at Ingleby Manor school we strive to help students make the transition between primary school and secondary school a positive and enjoyable one.

To prepare your child for this next step, we will be hosting a Year 6 transition day on **Wednesday 4th July**.

This annual event enables students to spend a day with us, sampling lessons across each department and enjoying the atmosphere in school. It also helps in overcoming any worries or anxieties that your child may have in starting secondary school.

Below is an outline of what the Transition day will look like:-

8.45am	Students to arrive at Ingleby Manor School	Students are to be dropped off at school so they can enter via the main entrance on Welwyn Road. There are drop off points both at the front and adjacent to the main school entrance.
9.00am – 9.15am	Welcome Assembly	All Year 6 students will be guided to the main hall upon arrival for a welcome assembly with the Principal
9.15am – 10.00am	Taster Lesson (eg Science)	
10.00am – 10.45am	Taster Lesson (eg Drama)	
10.45am-11.00am	Break Time	Students will have access to juice, water, toast, breakfast pastries. There is no cost for these on transition day.
11.00am – 11.45am	Taster Lesson (eg Geography/History)	
11.45am – 12.30pm	Taster Lesson (eg Maths)	
12.30pm-1.00pm	Lunch	School lunch will be available for students. Choices comprise of meat, vegetarian, soup, jacket potato or salad dishes. Water is also provided. There will be no cost for lunch on transition day. Students who wish to bring a packed lunch are welcome to do so however please note, we do not permit carbonated or energy drinks in school
1.00pm – 1.45pm	Taster Lesson (eg PE)	
1.45pm – 2.30pm	Taster Lesson (eg English)	
2.30pm – 3.15pm	Taster Lesson (eg Spanish/Mandarin)	
3.15pm – 4.00pm	Taster Lesson (eg Art)	
4.00pm - 4.30pm	Evaluation Session	Students will be given the opportunity to all come back together in the main hall to give feedback on their day
4.30pm	End of School day	Students to be collected from the main entrance

Please note: As your child will have the opportunity to enjoy time within our PE and Drama department, we ask that they wear clothing appropriate for the day to allow them to partake in activities that will be on offer within these departments. We also ask that they bring with them a water bottle.

- **School Lunch**

Lunch will be provided on transition day free of cost.

There is a variety of food options available from meat dishes to vegetarian. Along with some sweet treats and fruit options for dessert. The menu for transition day will be posted on the school website closer to the transition day.

Although we encourage students to sample the delicious food on offer that is made fresh on site daily, they can if they wish bring a packed lunch. For students who chose this option, to ensure that the school healthy eating policy is supported we advise that carbonated and energy drinks are not permitted.

- **School Uniform**

School uniform will be available to purchase and order from our suppliers Motif 8 & Elizabeth's Embroidery who will be here located in the main hall from 4.30pm on the transition day. Parents will be welcome in school from this time.

For your information, a copy of the school uniform requirements are enclosed within this Welcome Pack.

- **Data Collection Forms**

Included in this Welcome Pack you will find the following forms of which we ask you to complete and return with your child on transition day:

- Student Data Collection Form
- Home / School Agreement
- Parental Consent Form – Rolling Programme
- Free School Meals & Pupil Premium Form

- **Year 6 Transition Hub**

To further assist you and your child with their move to us, we have provided a dedicated area on the school Website called the 'Year 6 Transition Hub'. Here you will find details of the transitions day along with what to expect in your child's first year as well as frequently asked questions plus much more. We encourage you to visit the site.

- **Year 6 Transition Coordinator visit**

Our Year 6 Transition Coordinator and Year 7 Learning Manager, Mrs Chapman will be visiting with local primary schools over the coming weeks to introduce herself and to meet with your child and their teacher. She is very much looking forward to getting to know everyone ahead of their start.

Should you have any questions about the Year 6 Transition, you are welcome to contact the school on tel: 01642 352450

I look forward to meeting you soon

Yours sincerely



Ray Parkinson
Principal