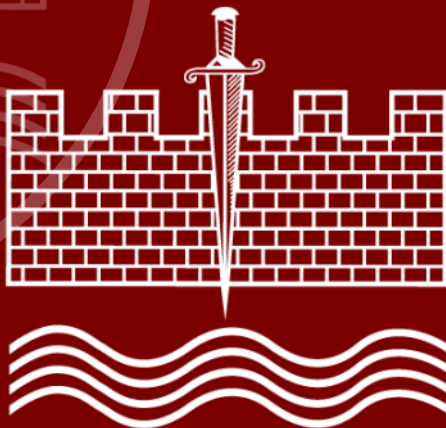


Shoeburyness


High School

EXPECT EXCELLENCE

SECAT



2023 SCHOOL INFORMATION

The crest of Shoeburyness High School is a circular emblem. It features a central shield with a brickwork pattern. Above the shield is a cross with a banner draped across it. Below the shield are three wavy lines representing water. The entire crest is rendered in a light red or pink color.

Welcome to Shoeburyness High School

We truly believe that our school is unique; we are a large school that feels very personal and we manage to combine hard work and rigour with positive relationships and humour.

Our best assets are our students together with the staff that work with them; we are proud to be a fully inclusive, community school and the diverse nature of our school population adds real value. Make no mistake, the importance we place on positive relationships and community does not distract us from our core purpose which is to provide the best learning opportunities for our students, so they can achieve the best possible individual outcomes.

We look forward to working in partnership with you to support our young people through the next phase of their educational journey.

Shoeburyness High School

Our mission is to provide a range of **opportunities** in and outside of the classroom that allow our students to become fully rounded individuals that demonstrate positive **attitudes** to their immediate, local and wider communities and who have **aspirations** for their own futures.

We will support these attitudes and aspirations with excellent practice that enables our students to achieve the best possible individual **outcomes** that prepare them for engaging and fulfilling **destinations**.



Inclusiveness

We will never leave anyone out and will ensure everyone feels like they belong



Family

We are part of every student's extended family and will support them just the same



Respect

In all of our interactions we have due regard for someone's feelings, wishes and rights



Resilience

We support individuals to face challenges and deal with them positively



Excellence

Everyone is capable of excellence and our purpose is to ensure they achieve it

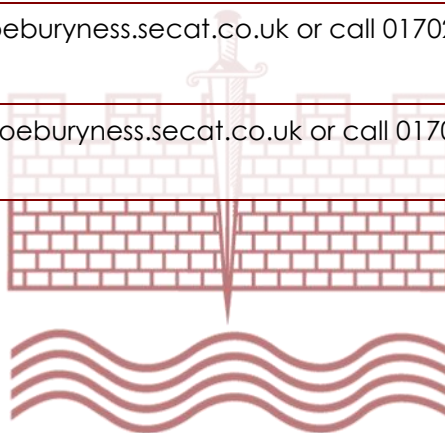
EXPECT EXCELLENCE

**Our vision is for
every student to
feel proud of
themselves**

In this welcome pack....

| | |
|------------|--|
| Page 2 | Welcome to Shoeburyness High School |
| Page 3 | Welcome to Shoeburyness High School |
| Page 4 | Content Page |
| Page 5 | Key contact information |
| Page 6-7 | How do I keep informed about what is going on in school? |
| Page 8-9 | How do we use My Child at School? Helping your child at home |
| Page 10-11 | What does my child need to do on their first day? |
| Page 12 | What is MCAS? |
| Page 13 | How will my child pay for school dinners? |
| Page 14-15 | Free School Meals, Purchases in the Canteen |
| Page 16-17 | What if my child forgets to bring something in? |
| Page 18 | What are the times of the day? |
| Page 19 | What if my child is late? |
| Page 20 | Does good attendance matter? |
| Page 21 | What are the school holidays? |
| Page 22 | What if my child is unable to attend? |
| Page 23 | Can I take my child out of school during term? |
| Page 24 | What are the school expectations? |
| Page 25 | Can my child bring in a phone? |
| Page 26-27 | School Uniform |
| Page 28-31 | Who can my child see for support? |
| Page 32 | Student progress and assessment |
| Page 33 | Making their way round the school? |
| Page 34 | What will my child learn? |
| Page 35 | Homework and extra curricular activities |
| Page 36-37 | What do I need to do? |
| Page 38-39 | Transition Day |
| Page 40 | Notes |

| Key contact | Contact information |
|---------------------------------|---|
| School Office | 01702 292286 |
| Attendance | 01702 292286 OPTION 1 |
| Teachers | Email <<teacher initial>><<surname>>@shoeburyness.secat.co.uk |
| Faculties | Email Head of Faculty, Subject or Key Stage Names can be found on our website in Who to Contact/Student Welfare and Progress |
| Head of Year Miss Miller | vmiller@shoeburyness.secat.co.uk or call 01702 292286 |
| Pastoral Year Manager Mrs Beale | abeale@shoeburyness.secat.co.uk or call 01702 292286 |



C O N T A C T D E T A I L S

www.shoeburyness.co.uk

01702 292286

schooloffice@shoeburyness.southend.sch.uk

Caulfield Road

Shoeburyness

SS3 9LL

**For further contact details,
please go to website 'Who to contact'**

FAQ

“How do I keep informed about what is going on in school?”

We have a number of methods of communication. This can only work effectively if we always have the most update to date contact details which will be take from your completed admission forms on MCAS. If at any point you need to update this information, this can be done through My Child at School in the Data Collection Form.



Bromcom Parent Portal

This allows you to access your child's attendance, grades and behaviour whenever you wish. As well as student performance data, the portal also provides general information about the school, such as the school calendar and any important announcements.



Bromcom Student Portal

This allows the student to access their timetable and view any homework set which should be done on a daily basis.



Emails

Each member of staff has a direct email address. A list of main contacts can be found on our website at 'Who to Contact', either within General Enquiries and Administration or Student Welfare and Progress.



Telephone

If you wish to speak directly to a member of staff, it may not always be possible to do this instantly due to teaching and learning commitment. If you ring through to the main school number, our front office will aim to put you through but you may wish to email the member of staff to arrange a convenient time to talk.



Website

Our website has a breadth of information. Please use it regularly as a direct source, either within the main menu or the 'Parent' or 'Student' section.



Twitter

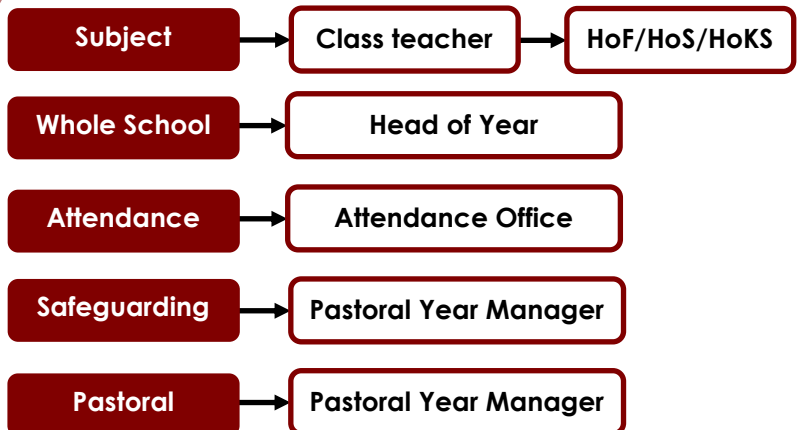
We are incredibly proud of our students and their achievements and we use Twitter to celebrate this. We will not use this as a method for any formal communication.



Newsletters

Newsletters are emailed to you and available on our website in 'News and Events'. It is an excellent way to keep informed of what is going on in school and the amazing achievements of our students.

Who to contact



FAQ

“How do we use My Child at School?”

Our main communication system is Bromcom My Child at School (MCAS) parental portal which can be accessed via a web browser or dedicated App. On admission new parents/carers will be sent an invitation code and link to redeem the code, as well as instructions on how to access MCAS.

Once you have entered the invitation code login details into the relevant fields you will be asked to set a password to access MCAS and confirm your email address for password recovery purposes.

A parental guide for MCAS can be found here:

[MCAS Parent Guide](#)

Please do to the SECAT website for further information

[Southend East Community Academy Trust - My Child at School](#)

To login to MCAS via a web browser follow this link:

[MCAS Login](#)

www.mychildatschool.com/MCAS/MCSParentLogin

If you have any issues with MCAS, please contact the ICT support team via the link on the SECAT website.

[Support : SECAT ICT Helpdesk](#)

Helping your child at home

You can help your child by:

- building links with staff by communicating through your child's teacher, Head of Year and attending parents' evenings
- monitoring your child's progress on My Child at School
- making sure your child is in school every day on time
- sharing books and listening to your child read on a regular basis
- encouraging your child to complete their daily homework and checking that it reflects your child's ability
- giving your child responsibility and fostering independence
- Encouraging your child to be involved in the wide range of extra curricular activities we have on offer

GDPR

Shoeburyness High School is GDPR compliant. A copy of the Trust's Privacy Notice for Parents and Pupils can be located within the policies section of the SECAT website.

My Child At School

To download the MCAS App to your phone or tablet please use the appropriate store depending upon your type of device:



FAQ

What does my child need to do on their first day?



Lessons start at 8:30am so your child should aim to arrive by 8:20am every day to give them time to get to their class. Students can enter via the Delaware Road or Caulfield Road entrance. Gates are locked at 8:30am.



A suitable school bag is needed in order to carry books or resources that may be given. Bring basic equipment such as pens, pencils, rulers, rubbers etc. Further information can be found on our website



Prepare a packed lunch and refreshments if your child is not using the school canteen facilities. We are a nut free school and as a Healthy School, we do not allow high energy or sugary drinks .



Students will be able to purchase food from our canteen. **We run a cashless system so student will have their fingerprints taken on their first day. You must put money on My Chld At School (MCAS) beforehand.**

To see own menu, please go to 'Key Information' on our website and then 'Canteen

Students DO NOT need to bring a PE kit as it will be their first day and the issued timetable will clarify when they must bring it in.

Student timetables will be given on the first day. Once you are set up on Bromcom you and your child will be able to have access to this information.

A faint watermark of a castle is visible in the background. A large red circle is partially visible, framing the bottom text.

**We run a
cashless system.
More information
on the next page.**

FAQ

What is cashless catering?

Cashless catering is our system for paying for school dinners. At Shoeburyness High School, the cashless catering is 'pay as you go', so food orders are not paid for in advance.

Parents/Carers will need to access MCAS (My Child At School) website or App and top up their child's account to allow them to buy food in the canteen. Instructions to do this will be sent to Parents/Carers before the summer holidays.

If you have any queries regarding using MCAS (My Child At School), please email mcas@shoeburyness.secat.co.uk



FAQ

“How will my child pay for school dinners?”

Your child will have a 10 point scan taken of their fingerprint. This scan will be registered to them and links to your MCAS account.

At the till your child will place their finger on the reader and what they have purchased will be deducted from their MCAS school dinner balance.

FAQ

“Can my child check their balance at school?”

Yes. There are two balance checkers in school. One in the canteen and one in the Singleton Centre/Street outside G2. Simply place the finger on this machine to display the balance on the account.

**All payments
must be made
using MCAS**

FAQ

1 “Are Free School Meals included in the cashless catering system?”

Yes. Free School Meals are part of this system.

The amount allocated for Free School Meals each day is refreshed daily and the allocated amount can be spent at any time during the day for breakfast, break time and lunch time up to the value allocated for the day.

Free School Meal daily allocations are not carried over to the next day.

FAQ

“My child is eligible for Free School Meals, can I top up additional funds on their account?”

Yes. Using your MCAS (My Child At School) login you can add additional funds to your child's account to spend in the canteen. Your daily child free school meal allocation will be used first when paying for items followed by whatever balance is on the account.

FAQ

“Can I see what my child has purchased in the canteen?”

Yes, using the MCAS App or online you will be able to see which items your child has purchased. Look for the Menu heading titled 'Dinner' in the App or online.

FAQ

“My child has lost their cashless catering dinner card, what do they do?”

If your child has lost their cashless catering dinner card, they need to report this to their form tutor/school office as soon as possible. This will allow for the card to be deactivated. Your child will then be issued with a new cashless catering dinner card.



FAQ

“I have not added any funds to MCAS will my son/daughter still be able to purchase items from the canteen?”

No. The canteen will only accept payments via the cashless catering system. Your sons/daughters MCAS account will therefore need sufficient funds to allow for items to be purchased.

FAQ

What if my child forgets to bring something in? ”

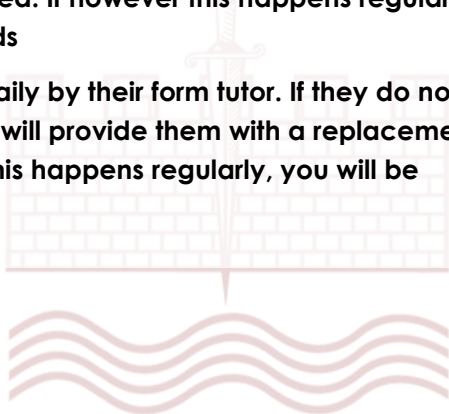
It is always good practice that students prepare themselves for their day at school the night before so that they:

1. Have their correct uniform ready
2. Know what lessons they have which can be accessed on 'My Child at School'
3. Have done their homework
4. Have their PE kit if needed
5. Have any other specific equipment needed (such as additional ingredients for food lessons, musical instruments etc). Please note main ingredients are provided but your child may wish to bring in others.
6. Have their cashless card with money on it
7. Have their daily equipment.

We appreciate though that there can sometimes be extended circumstances that may mean your child does not come in fully equipped. If this is the case:

1. Please write your child a note explaining why they are not in full correct school uniform. This will be handed to a Pastoral Year Manager or member of the Senior Leadership Team when they arrive at the gates. A blue note will then be given for your child for the duration needed which will excuse your child. If a note is not provided you will be contacted to resolve the issue
2. Your child must ask their form tutor what lessons they have during period 1.

3. Please email the teacher or write them a note explaining why your child's homework has not been completed. If there is not a valid reason, your child's teacher will discuss this with them and may result in a detention
4. Students are able to call you when they are not in lessons from the front reception to see if you are able to bring in their PE kit
5. Students are able to call you when they are not in lessons from the front reception to see if you are able to bring in their resources
6. They must let their form tutor know during period 1. This then allows time for a new card to be issued. If however this happens regularly, you may be charged for new cards
7. Equipment will be checked daily by their form tutor. If they do not have a specific item, the form tutor will provide them with a replacement in the first instance. If however this happens regularly, you will be contacted by the form tutor.



Checklist

| | |
|--------------------------|-------------------------|
| <input type="checkbox"/> | Uniform |
| <input type="checkbox"/> | PE kit |
| <input type="checkbox"/> | Cashless card |
| <input type="checkbox"/> | Checked timetable |
| <input type="checkbox"/> | Checked homework |
| <input type="checkbox"/> | Letters or notes |
| <input type="checkbox"/> | Bag |
| <input type="checkbox"/> | Pencil case |
| <input type="checkbox"/> | Books |
| <input type="checkbox"/> | Any other equipment |
| <input type="checkbox"/> | Water |
| <input type="checkbox"/> | Packed lunch (optional) |

FAQ

What are the times of the school day?

08:30 to 08:55

Period 1/Assembly

08:55 to 10:35

Period 2

10:35 to 11:05

Break

11:05 to 12:45

Period 3

12:45 to 13:20

Lunch

13:20 to 15:00

Period 4

15:00

End of school

- If cycling to school, allow time to put their bike in the bike shed
- If being dropped off in a vehicle, please allow extra time due to traffic and congestion. Please drop off at a safe point and not directly outside the school
- If travelling by public transport, please select a bus or train that gives your child time to get to school in case of delays.

FAQ

“What if my child is late?”

If your child is late to school before 8.55am they must enter through the student entrance Caulfield Road and report to staff at there.

After 8:55am, your child should enter through the school reception and sign in on the screen.

If you have not informed us of the reason for your child's lateness, they will receive a detention.

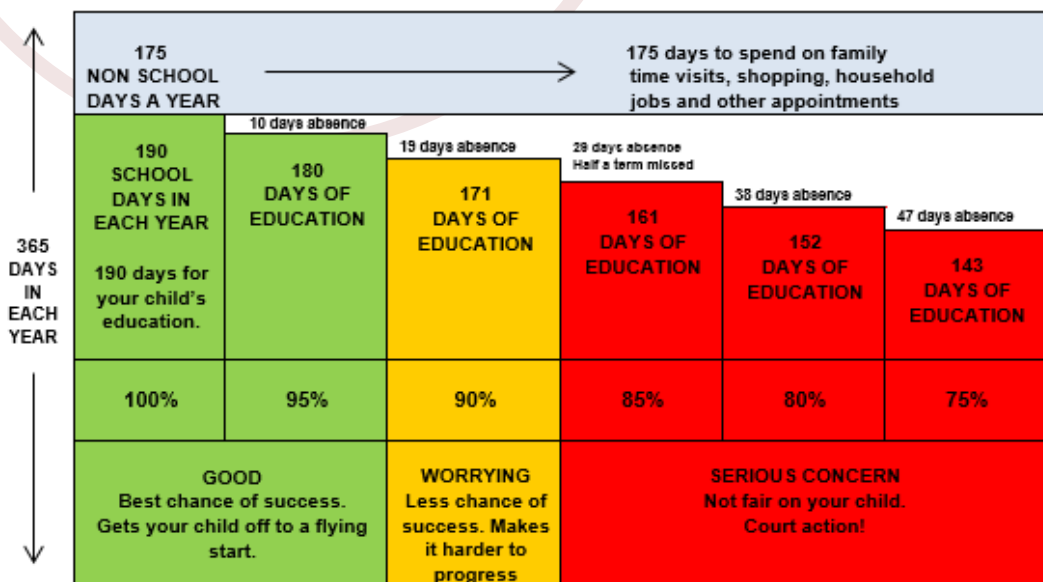
All students are to be in their tutor rooms in school on time by 8:30am. Arriving on time gives your child a settled start to school, enable them to engage in the period 1 curriculum and it is at this time important information and messages are passed to students.

**Arrive by 8:20am
so your child is
ready to start
learning in
Period 1**

FAQ

Does good attendance matter?

Yes! Having a good education is important to ensure that your child has the best opportunities in their adult life. They only get one chance at school, and your child's future may be affected by not attending school regularly.



The school will:

- contact parents/carers during the first day of absence, using text messages to mobile phones, if absence is not accounted for.
- contact parents/carers to request notes for any absence that is not accounted for.

You are urged to contact the school if there are any problems you wish to discuss relating to attendance. Our full-time Attendance Officers are available to discuss any issues regarding attendance. The school does carry out home visits to ascertain reasons for absence. Attendance data is regularly monitored throughout the year.

FAQ

When are the school holidays?

| Term | First day of term | Last day of term (3pm finish) |
|---------------|----------------------------|-------------------------------|
| Autumn 1 2023 | Friday 1st September 2023 | Friday 20th October 2023 |
| Autumn 2 2023 | Tuesday 31st October 2023 | Wednesday 20th December 2023 |
| Spring 1 2024 | Thursday 4th January 20234 | Friday 16th February 2024 |
| Spring 2 2024 | Monday 26th February 2024 | Thursday 28th March 2024 |
| Summer 1 2024 | Monday 15th April 2024 | Friday 24th May 2024 |
| Summer 2 2024 | Monday 3rd June 2024 | Monday 22nd July 2024 |

Early closure 22nd September 2022 - Open Evening. There will be an early closure.

Bank Holidays/ Non Pupil Days

- **Friday 1st September 2022 - Non Pupil Days**
- **Monday 30th October - Non Pupil Day**
- **Friday February 16th - Non Pupil Day**
- **Monday 1st May - Bank Holiday**
- **Friday 28th June — Non Pupil Day**
- **Monday 22nd July - Non Pupil Day**

FAQ

What if my child is unable to attend?

There may be times when your child has to miss school because they are ill. This is to be expected and you should follow the school's procedures for notifying illness. Children may also have to attend a medical or dental appointment in school time. However, you should try to make routine appointments such as dental check-ups during the school holiday or after school hours. Any absence must be requested as far in advance as possible. Absences can only be authorised by the school.

The NHS provide guidance 'Is my child too ill for school?' which can be found at www.nhs.uk/live-well/is-my-child-too-ill-for-school/

We will continue to be guided by Public Health England in regards to COVID

If your child is unable to attend, please:

- Send a note prior to the absence if the reason is known beforehand.
- Telephone as early as possible on the morning of the first day of absence.
- Please listen to the voicemail message and select the appropriate option (option 1) for student absence. State the student's name, tutor group and day that the student is expected to return to school.
- Maintain daily contact with the attendance office throughout the absence.

If your child feels poorly whilst at school, they need to inform staff and report to the front office. As with all illnesses, if symptoms persist, please seek medical advice.

Prescribed medicines

Children can come into school even if they are taking prescribed medicines, as front office staff may be able to give them their medicines in school.

Please make sure that the bottle is labelled with your child's name and how often they should have it.

FAQ

“Can I take my child out of school during term?”

In line with guidance from Southend Local Education Authority and the Government:

'There are 175 non-school days (13 weeks) where you as a parent or carer can take family holidays and days out without having time off school. Headteachers should only agree to a holiday during school time in exceptional circumstances.

If you believe there are exceptional circumstances, you must put the holiday request in writing to the Headteacher as soon as possible. If you take the holiday without permission, you may be issued with a fine and/or be prosecuted for non-attendance.'

Request for Absence forms can be obtained from the school office.

**Absence - contact
school on first day of
absence on
01702 292286
OPTION 1**

FAQ

What are the school expectations?

The number of students and staff at Shoeburyness High School is nearly 2000. For a community of this size to work effectively and for each member, of whatever age, to be safe and to be shown respect, requires careful organisation and some regulation. We have intentionally kept the number of school expectations to a minimum and consider that they are clear and easy to follow.

Expectation 1



**Be positive and
work together**

Expectation 2



**Walk quietly in the
corridors and keep
our school tidy**

Expectation 3



Follow instructions

Expectation 4



**Be properly equipped
and follow the school
dress code**

Expectation 5



**No mobile phones or
any other electronic
devices, including
smart watches**

Expectation 6



**No inappropriate
language or
anti-social behaviour**

FAQ

“Can my child bring in a phone?”

Please see Expectation 5. Whilst we appreciate that phones are being used more frequently for cashless services (such as public transport), the use of *mobile phones, smart watches or personal entertainment systems on school premises is banned. This is to ensure safeguarding, support the wellbeing of your child and to avoid disruption to learning.



If a member of staff sees or hears any of these*, they will be confiscated and held until the end of the half term, without exception

FAQ

What is the school uniform ?

We pride ourselves on a smart and practical school uniform. We firmly believe our school uniform:

- Gives our students a greater sense of belonging to our school and creates an identity for the school in our community
- Helps students to prepare for when they leave school and may have to dress smartly or wear a uniform
- Can improve learning by reducing distraction, sharpening focus on schoolwork and making the classroom a more serious environment, allowing students to perform better academically
- Reduces the worry of peer pressure

All information about where to buy your school uniform including PE kits was included in the recently sent Return Pack.

Students must remember that when they are in school uniform they are representing the school at all times.



FAQ

“What if my child can not be in school uniform?”

If your child is unable to attend school in the full correct school uniform, please provide a note explaining the reason. They will be issued with a blue slip that will excuse them for that day. If there is a reason for an extended amount of time, please contact the pastoral year manager to discuss.

If your child arrives not in school uniform and without communication from you, the form tutor or pastoral year manager will make contact with you to discuss. In some cases, your child may be sent home to rectify their uniform or isolated until the matter is resolved.

Uniform Suppliers

Crawlers School Uniforms and Embroidery

361 Hamstel Road, Southend on Sea, Essex. SS2 4LE
01702 601274 www.southendschoolwear.com

National Schoolwear Centres

96 Hamlet Court Road, Westcliff on Sea, Essex. SS07LP
01702 330300 www.schoolwearcentres.com

Anglia Sports and Schoolwear - online store

www.yourschoolwear.co.uk/shoeburyness-high-school-215-c.asp

FAQ

Who can my child see for support ?

Head of Year and Pastoral Year Managers

Students in each year group are supported by a Head of Year (HoY) and a Pastoral Year Manager (PYM).



Ms Miller

Year 7 Head of Year



Mrs Beale

Year 7 Pastoral Year Manager

Head of year introduction

I would like to welcome you to the start of your journey here at Shoeburyness High School. My name is Ms Miller and I am the head of year 7. My job is to support and encourage your children to be their best selves, try new things and become part of the school community. They will get the chance to study new subjects, try new hobbies and sports. We want to get the chance to celebrate all their achievements, so we hope they try as many different things as possible to discover activities they enjoy and then share with their classmates and tutors as well as yourselves, about what they have found out. Mrs Beale and I are here to help them make the step up to high school, we have great suggestions about how they can contribute to our school and local community, as well as helping to do their best in their studies. By working together, we will be able to achieve great things.

Safeguarding

We have robust safeguarding systems and procedures, a focus upon equality and respect for all and all behaviour concerns and worries about bullying are taken extremely seriously

Young Carers

A young carer is under 18 and help look after a family member. Southend Social Care provide support with and can be contacted on 01702 534000.

<https://www.southend.gov.uk/help-advice-carers/young-carers-1>

**Your Head of Year
Vicky Miller**

**Your Pastoral Year
Manager
Amy Beale**

FAQ

Who can my child see for support ?

Your child's first port of call is their tutor. They will see them every morning for our Period 1 Curriculum.

Students should always bring any concern to their tutor, however small they may think it is.

The tutor may be able to resolve the issue themselves, or ask for support from the Head of Year or Pastoral Year Manager, depending on the nature of the concern.

Each Year 7 tutor group will have Year 12 prefects assigned to them to provide a 'buddy' system. The younger students can ask questions of the older students about life at secondary school; getting organised, keeping on top of homework etc etc.

Each tutor group will elect 2 representatives to join the Student Council. The Student Council meet the Senior Student Leadership team regularly to discuss concerns their tutor group may have raised during discussions in Period 1.

We also use our older students to mentor others, to help with option choices at GCSE or post 16 pathways.

We have wellbeing staff in school to support students and staff. We also refer on to external mental health professionals.



FAQ

“ How do I discuss my child's subject progress ? ”

Faculty Staff, Subject Heads, Key Stage Heads, Heads of Faculty

In the first instance, we advise that you contact your child's teacher as we are able to resolve a great majority of questions in this way. If however, you wish to discuss your child's progress with the Head of Faculty, Subject or Key Stage, please find their contact details on the website.

FAQ

“ How will my child be assessed? ”

All students' work is regularly assessed in each subject area to determine whether they are on track to meet their Key Stage 4 target and detailed feedback is given explaining how improvements can be made.

Each term, parents will receive a report on their child's progress against this GCSE target and an Attitude to Learning score.

Parents of all year groups also receive a report once a term with Improvement Targets for each subject.

All Reports are available through My Child at School. There are also annual Parents' Evenings when there is an opportunity to discuss your child's progress with teachers.

FAQ

How will my child find their way around the school?

Please do not worry! It is a large school but you will be surprised how quickly students become familiar with their surroundings.

This is because:

1. They will be given a tour on their Transition Day on the 14th July
2. They will be taken around again on their first day by their form tutor
3. There are maps around the school that they can refer to
4. They can ask their form tutor every morning where classes are before their lessons
5. Each subject has large signs and colour coordinated door signs indicating you are in the right area



6. They can ask anyone. Staff and other students are more than happy to help new students find their way. If someone is not available, they can go to the front office for help.

FAQ

What will my child learn?"

Shoeburyness High School offers a broad and balanced curriculum to all students, ensuring equal access to learning to all and appropriate levels of challenge and support. The curriculum is constantly changing and although as an Academy the school is not required to follow the National Curriculum, nonetheless, in the interests of our students and consistency, the school continues to meet statutory requirements.

The curriculum is subject based, with all students studying the full range of subjects in each year group. Students study the following subjects at Key Stage 3:

- English
- Mathematics
- Science
- Modern Foreign Languages, (French and Spanish)
- History
- Geography
- Religious Education
- Art
- Music
- Performing Arts
- Design and Technology
- Physical Education
- Computing
- SCOPE (a programme of personal, social, health, citizenship, enterprise and careers education)

Additional subjects are then available for application at Key Stage 4 and Key Stage 5.

Please go to 'Learning' on our website for further information.

FAQ

How will I know what homework has been set ?

You and your child will be able to view homework regularly by using Bromcom. Homework is set every lesson and often uses a variety of platforms such as Microsoft Teams, Maths Watch, Seneca etc. All login information for these will be shared with your child in the new academic year.



FAQ

What extra curricular activities can my child get involved in?

Clubs and Activities are updated on our website.

Please go to 'Key Information' and then 'Clubs and Activities'.

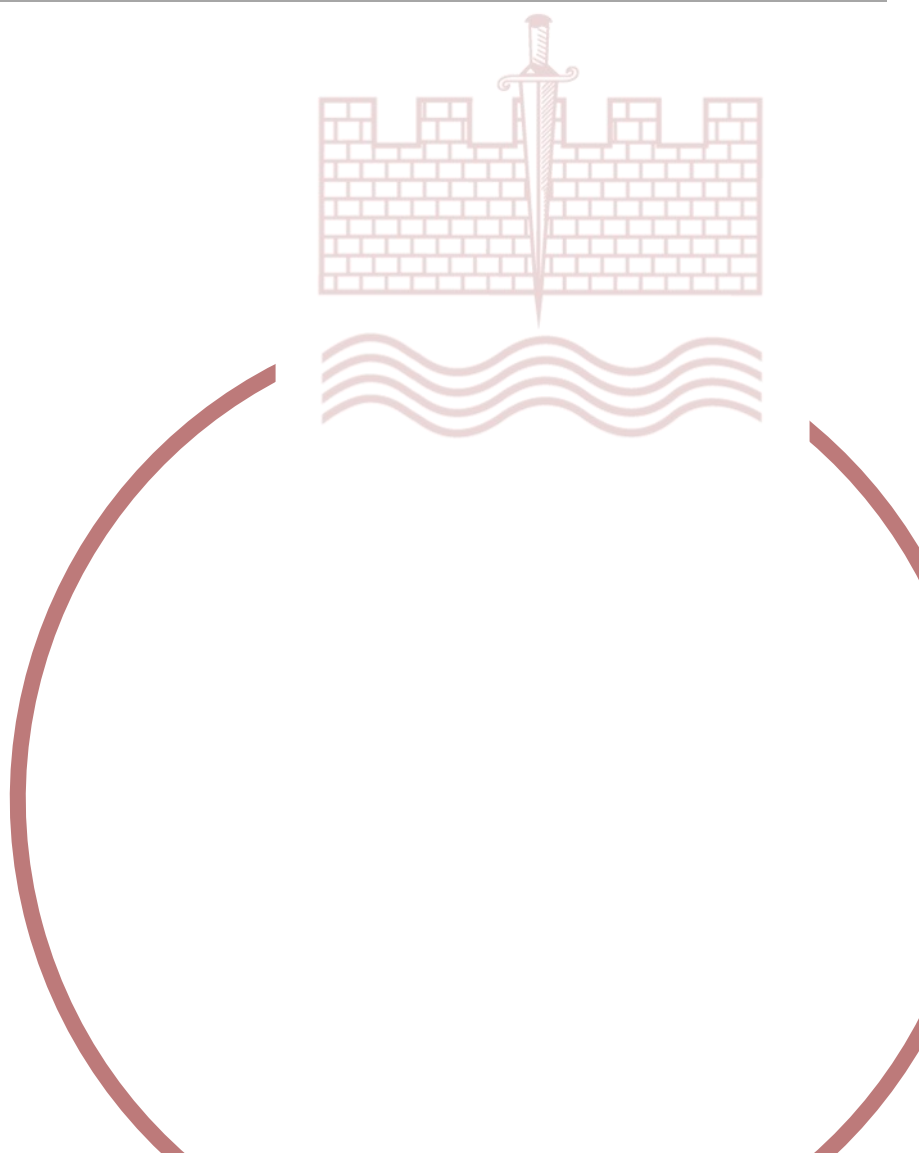
Please also follow our many official Twitter accounts that also promote different activities for your child to get involved in.

FAQ

What do I need to do now so that my child is prepared for Shoeburyness High School?

| What to do | How to do it | Tick |
|--|---|------|
| Send information about your child to SHS | Complete admission form online | ✓ |
| Attend Parents' Information Evening | | ✓ |
| Download Bromcom My Child at school app | Download app from app stores | |
| Put money onto students account | Transfer money to your child's account using MCAS | |

| What to do | How to do it | Tick |
|------------------------------|---|------|
| Purchase or order uniform | Visit the given suppliers either in store or online to purchase the correct | |
| Buy school equipment and bag | | |
| Visit the website | | |
| Follow Twitter | | |



Year 6 Borough Transition Day

Please make arrangements to collect your child from the front of the school on Caulfield Road at you allocated time. If your child has permission to leave our premises independently, written consent must be provided which will be checked by our senior staff. Please take into account also that this is a busy time of the day and parking is restricted.

During the morning students will sample a variety of lessons.

Please ensure students:

- **Wear their current school uniform wit trainers.**
- **Bring basic equipment including a pen, pencil, ruler and rubber**
- **Bring refreshments for break including water**

Students will receive their school lunch at approximately 12.00 noon. We are delighted to be able to offer a free school meal for all the year 6 students visiting us on this day. There is also an area where pupils can eat a packed lunch.

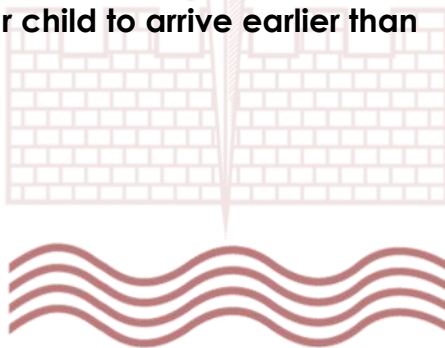
Arrival 8.20-8.30am:

Pupils from Bournes Green, Friars, Hamstel and Thorpedene schools are to enter the front entrance of the school (Caulfield Road), wait on the paved area inside the grounds and will be directed to the Wendy Owen Hall.

Arrival 8.50-9.00am

Pupils from all other feeder schools are to enter the front entrance of the school (Caulfield Road), wait on the paved area inside the grounds and will be directed to the Wendy Owen Hall.

(Please do not encourage your child to arrive earlier than 8.50am).



Year 6 Transition Day

Friday 14th July

Caulfield Road entrance

Group 1—8:20am arrival

1:20pm dismissal

Group 2—8:50am arrival

1:30pm dismissal

Notes

[illegible]