

May 2024

Dear Parent/Carer

This letter will provide you with information on our transition events and includes details of the information we are required to collect from you.

### **Year 6 Induction Days Information**

I would like to invite your son/daughter to our two Induction Days on **Thursday 4th July & Friday 5th July 2024**. I am sure that he/she is looking forward to coming to Clyst Vale in September!

### **Getting to and from School**

Unfortunately, our normal College transport will not be available for the Year 6 students on these dates, so you will need to arrange for your child to get to and from Clyst Vale.

### **First day information**

#### **Safeguarding**

Please ensure you complete and return the safeguarding form via the link at this link before the intake days. Link to safeguarding form: <https://forms.office.com/e/HULkV489YK>

#### **MORNING**

On the first day, the Year 6 students will go to the **MAIN HALL** when they arrive at the College. The entrance is to the right of the doors to reception. The students should arrive for a **9am start**. The students will register and meet their tutor group. If your child is dropped off earlier with a sibling who already attends Clyst Vale, they must still go to the Hall, where there will be staff to supervise them.

On the second day they will make their own way to their tutor group (please drop off at the coach park/ parent drop off area) for an **8.50am start**. Staff/ student ambassadors will be there to assist them.

#### **AFTERNOON**

Please collect your son/daughter from the coach park/parent pick up area at 2:50pm on both days. We ask you to collect your child(ren) early, as the traffic can be extremely busy at the end of the school day. Please make sure your child knows who is collecting them.

### **General Information**

Please could you ensure that your son/daughter is wearing his/her current school uniform on these days and that they bring a pen and a pencil for their lessons.

Students may need their PE kit on the second day (they will receive a timetable on day one). Please make sure they bring their kit from their primary school.

Over the two days, your daughter/son will spend time with her/his Tutor and tutor group, experience a variety of lessons and meet key members of staff in assemblies. Their tutor group will also have mentors (other students) to help them find their way around the site and support them in lessons.

Your daughter/son can bring in money for use in the canteen over the two induction days. Meals and snacks can be purchased at break and lunchtime. If your son/daughter is eligible for Free School Meals, please contact Pam Grant [studentservices@clystvale.org](mailto:studentservices@clystvale.org) prior to the Induction Days, so that she can arrange for this to be organised. We use a Cashless Catering System at Clyst Vale Community College, you will receive information on this at a later date and students will have this set up for them on their first day in September.

### **Mobile phones**

We don't allow mobile phones to be used by students while on site. They can bring their phone with them, if necessary, but it must stay in their bag switched off at all times.

### **Additional transition information**

#### **Data collection**

You will see that there are several forms attached to this email. Please complete the forms and return them to Pam Grant ([studentservices@clystvale.org](mailto:studentservices@clystvale.org)) before the 4th July. In the next few weeks, you will be sent a login to a site called Edulink where you will be asked to input information about your child and give consent for various things relating to school life.

#### **Clyst Vale Essential Guide**

Click the link below to view our Essential Guide. This contains information on all aspects of life at Clyst Vale from safeguarding and curriculum to the timings of the school day and uniform.

[New Intake – CVCC \(clystvale.org\)](http://clystvale.org)

#### **Uniform**

Please see the attached leaflet from Thomas Moore for full details of the Clyst Vale Uniform. Thomas Moore will be represented at the Parents' Evening on Thursday 11<sup>th</sup> July 2024, so you can see the uniform there.

## **Other transition events**

### **Non-Feeder evening**

**Thursday 13<sup>th</sup> June 2024** 5.30pm- 6.30pm at Clyst Vale

This event is for non-feeder school students and their parents to attend. You will receive an invitation and full details nearer the time.

### **New Intake Parents Evening**

**Thursday 11th July 2024** in the Main School Hall at 5.30pm.

You will have the opportunity to find out more information about our online systems, pastoral care (including praise & behaviour), curriculum and Rights Respecting Schools. Your child's Head of Year, tutor and the school SENCO will also be present to answer questions.

### **The 'Big Step' Summer Programme**

There is still time to book a place for the Big Step transition event happening 19<sup>th</sup>-23<sup>rd</sup> August 2024. There is potential funding available on a case-by-case basis for children entitled to Free School Meals. Please book here: <https://thebigstep.org/book-now>

We look forward to meeting you and your child in July.

Yours faithfully



**Izzy Matthews**

**Key Stage 2-3 Transition Co-ordinator**

[matthewsi@clystvale.org](mailto:matthewsi@clystvale.org)

***The following, enclosed, forms need to be completed and returned to Pam Grant (studentservices@clystvale.org) via email by Thursday 4th July 2024***

- Safeguarding during the New Intake Days. Complete using the link at the start of this letter.
- S11 data collection form. Complete and return via email
- ICT Policies – Students/Parents. Read policy, sign and return via email.
- Home/College Partnership. Read, sign and return via email
- Edulink/ Schoolgateway- information on how to register
- Transport application form

For your information:

- Thomas Moore uniform price list
- Clyst Vale Essential Guide (link above. It can also be viewed on our website).
- Details on the Big Step summer transition programme