

Dear Parent/Carer

New Intake Evening – Wednesday 6th July 2016

We are delighted that your child has been allocated a place at Culcheth High School for September this year. If this is your first child to come to us we look forward to developing a close relationship with you so that we can work together in the best interests of your son or daughter.

The purpose of this letter is to invite you to our **New Intake Evening on Wednesday 6th July 2016**. The Induction Evening for parents will start promptly at 6.30pm and parents are requested to register from 6.00pm in the School Hall. Unfortunately because of restrictions on space we can accommodate only one parent from each family on this occasion. The evening will allow us to give you information about our arrangements for new students and to give you the opportunity to meet key staff and to ask any questions you may have. **This evening is for parents only.**

Included in your pack is a range of documents and in particular a uniform order form for you to have in advance. There will be a display of school uniform and parents can order items of uniform supplied by the school. Also enclosed in the pack are a **Data Collection Form** and a **Biometrics Consent Form**. Information about both forms is contained within this pack. **Please check and sign the forms accordingly and return to the school office by Friday 20th May 2016.**

In order for our new students to familiarise themselves with the school, we are inviting them all to join us for a full day during the summer term. The date for this visit is Thursday 7th July 2016. Students will start school at 8.40 am and should report to the School Hall promptly. We realise that some children will travel on the school bus both to and from school and so that day will finish at 3pm enabling this to happen. Some students waiting for parents to collect them will be supervised until 3.20pm. The children should wear Primary School uniform.

We have planned an exciting programme for the students and the day will allow them to become familiar with the site, lunchtime routines and a range of staff. As the students will take part in a range of activities, we request that they bring some basic stationery (pen, pencil, ruler, rubber). Students may bring a packed lunch or £2.20 to buy a school lunch. Arrangements will be made for those students who normally receive free school meals in their Primary School.

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We look forward to meeting our new students and feel sure that they will benefit from their visit. If you decide not to take up this place please contact Warrington LA or Culcheth High School as soon as possible. If you require any further information please do not hesitate to contact us.

I look forward to seeing you on Wednesday 6th July 2016.

Yours faithfully



C P Hunt (Mr)
Headteacher

Enclosures:

Data Collection Form **(to be returned to the School Office by Friday 20th May 2016)**
Data Protection Legislation
Fair Processing Notice
ICT Information Pack
Cashless Catering & ILC Security System Letter
- Biometrics Consent **(to be returned to the School Office by Friday 20th May 2016)**
Photograph/Student Work Letter
Inclusion Letter
Behaviour Policy Statement
Uniform List
School Shop Information
Holiday Dates 2016-17