

# **Being the best we can be**

**Standards, Respect, Achievement, Care**

Dear Parent/Guardian / Annwyl Rieni/Warchodwyr

## **Transfer to Ysgol Clywedog**

Please find below the final arrangements for transition visits in July. Your son/daughter will have met either myself or Mr Wilson on our visits to primary schools this academic year.

On **Wednesday 29<sup>th</sup> June, Thursday 30<sup>th</sup> June and Friday 1<sup>st</sup> July**, we invite Year 6 pupils to participate in a variety of transition activities here at school. An outline of the activities the pupils will experience for the three days is available on the transition page of our school website [www.clywedog.org](http://www.clywedog.org).

**Please note the start and end times differ for each day:-**

Date	Start Time	Finish Time
Wednesday 29 <sup>th</sup> June	9:30	2:30
Thursday 30 <sup>th</sup> June ( <b>Common transfer day</b> )	8:50	3:00
Friday 1st July	9.30	2:30

## **Arrangements for Wednesday 29<sup>th</sup> June and Friday 1<sup>st</sup> July only**

Your child's primary school will inform you of the transport arrangements they have made in order for your child to participate. Staff from the primary schools will accompany pupils to Clywedog on Wednesday and Friday only.

## **Arrangements for Common Transfer Day Thursday 30<sup>th</sup> June only**

On **Thursday 30<sup>th</sup> June**, Common Transfer Day, Year 6 pupils will also have the opportunity to spend the day here at Ysgol Clywedog without primary school staff, pupils will be supervised by Clywedog staff.

**It is the responsibility of parents to make travel arrangements to and from school on the Common Transfer Day so please ensure that your son/daughter is aware of your arrangements. If you are collecting them from school, please confirm with them the exact time so that they can be ready for you at reception. Pupils entitled to a bus pass from September 2016 are able to use the school bus on the Common Transfer Day. Parents are required to apply for a temporary transition bus pass from Wrexham County Council School Transport Department (this pass will only be valid for the Common Transfer Day not for use in September). In order to apply for transport from September you will need to complete a Transport Application form attached. It is not the responsibility of Ysgol Clywedog to provide pupils with bus passes. Any questions regarding school transport please contact 01978 729770.**

- Year 6 pupils arrive and meet in the Hall at 8:50am. There will be student buddies at the main reception for any pupils who would like to be shown the way to the school hall:-
- introduction and welcome in the Hall
- assembly with Mr Gareth Wilson (Year 7 Progress Manager)
- morning timetable of activities in form groups
- lunchtime 12.15 – 1.00pm
- afternoon timetable of activities
- year 6 pupils will leave between 2:50pm – 3.00pm, if collected by parents, or at 3.00pm if travelling on the school bus or walking home.

**Please be aware that our school car park can be very busy at the end of the school day and that we operate a one way system.**

#### **Break and Lunchtime Arrangements:**

Pupils are welcome to bring packed lunches when they visit, or purchase food from our canteen at break and lunchtime. Year 6 pupils' lunchtime will be 12.15 – 1.00pm for transition visits. This allows early access to the canteen to give them extra time to get used to lunchtime arrangements and this will continue for the first month in September as well.

Our school canteen operates a “no-cash” system so they will all have the opportunity to have their thumbprints scanned during their transition visits, ready for their dining accounts in September. For the three transition days they will be able to pay with cash but we ask please that pupils bring any money needed in small change and NOT notes or cheques as this will be a limited service for these days only. Please note, Ysgol Clywedog will provide a meal for pupils who receive free schools meals on Wednesday 29<sup>th</sup> June – Friday 1<sup>st</sup> July.

#### **Free School Meals and Transport Information:**

It is important that you make sure any forms relating to Free School Meals and School Transport for September (attached) are completed before the end of term **Wednesday 20<sup>th</sup> July 2016**. Addresses of where to send the completed forms are marked on the top of each form. Additional information is available through Wrexham Council on 01978 292056 for Wrexham Transport and 01978 297413 for Free School Meals or at [www.wrexham.gov.uk](http://www.wrexham.gov.uk).

There are also links from our own school website [www.clywedog.org](http://www.clywedog.org) on the Transition page.

### **School Uniform Information**

Parents will be able to purchase school uniform at the following times:

Welcome Evening between 6:30pm – 8:00pm

Daily from the school shop between 8:30am – 9:10am

Training day 2<sup>nd</sup> September 2016 between 9:00am – 12:00pm

Results day between 25<sup>th</sup> August 2016 between 9:00am – 12:00pm

### **Welcome Evening**

On **Thursday 30<sup>th</sup> June** there will be a welcome evening for parents/guardians and pupils. At 6pm there will be a short address from Mr Hulland, the Headteacher. You will then be given the time to meet your child's form tutor, receive an information booklet and discuss any concerns.

Finally, please ensure you have returned the **Pupil Information Form** to Clywedog school office by **Friday 10<sup>th</sup> June**. Pupils will not be able to attend transition visits unless this information has been returned, as it is important that we have emergency contact details and any necessary medical information.

In the meantime, if you are concerned about anything to do with transfer to secondary school, please do not hesitate to contact me.

Yours sincerely / Yn gywir

Mrs L Hope  
Assistant Headteacher (Transition)