

2017

Dear Parent/Guardian / Annwyl Rieni/Warchodwyr

Transfer to Ysgol Clywedog

Please find below the final arrangements for transition visits in June. Your son/daughter will have met Mr Wilson Progress Manager for Year 7 following his visit to primary schools this academic year.

On **Wednesday 28th June, Thursday 29th June and Friday 30th June**, we invite Year 6 pupils to participate in a variety of transition activities here at school.

Please note the late start time for Wednesday 28th June:-

Date	Start Time	Finish Time
Wednesday 28 th June	9:20am	3:00pm
Thursday 29 th June (Common transfer day)	8:50am	3:00pm
Friday 30 th June	8:50am	3:00pm

Arrangements for Wednesday 28th June

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

Please note the arrival time for **Wednesday 28th June** is **9:20am**.

Arrangements for Common Transfer Day Thursday 29th June and Friday 30th June

On **Thursday 29th June**, Common Transfer Day, Year 6 pupils will also have the opportunity to spend the day here at Ysgol Clywedog, pupils will be supervised by Clywedog staff without Primary school staff present.

On **Friday 30th June** staff from the Primary schools will be supervising pupils together with Clywedog staff.

Please note the arrival times for **Thursday 29th and Friday 30th June** are **8:50am**.

It is the responsibility of parents to make travel arrangements to and from school on the Common Transfer Day Thursday 29th June and Friday 30th June 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 2017 are able to use the school bus on the Common Transfer Day and Friday 30th June. 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 and Friday 30th June 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.

Outline of the school day

- Each morning meet Mr Wilson Progress Manager Year 7 and Year 7 Form tutors in the hall, there will be student buddies at the main reception for any pupils who would like to be shown the way to the school hall:-
- morning timetable of activities in form groups
- early break at 10:30am
- early lunchtime 12.20pm
- afternoon timetable of activities in form groups
- 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 12:20pm – 1:20pm 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 28th June – Friday 30th June.

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 **Friday 21st July 2017**. 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.

There are also links from our own school website www.clywedog.org on the Transition page.

Welcome Evening

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 (term time)

Training day Friday 1st September 9:00am – 12:00pm

GCSE Results day 24th August 2017 9:00am – 12:00pm

Welcome Evening

On **Thursday 29th June** there will be a welcome evening for parents/guardians and pupils. At 6pm there will be a short address from Mr Vickery, 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 **Parental Information Form** to Clywedog school office by **Friday 10th 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)