



August 2020

Dear parent /carer

### **RE: PREPARING FOR THE NEW TERM**

As always, we hope this letter finds you and your family well. At school we are continuing to make the necessary arrangements to ensure school is a safe and welcoming place in the new term.

We would like to take this opportunity to remind you of some important messages and documents required, so that we have all the necessary information to support your child on their first day, Wednesday 9th September.

#### **Chartwells Dietary Information Form**

This form was previously sent to you and we ask that it is returned as soon as possible (where necessary) so that we are able to let our catering provider know of any specific dietary requirements. Chartwells can cater for any special dietary needs should they be informed of it in advance. Should you require a replacement form, please contact [transition@harrogatehighschool.co.uk](mailto:transition@harrogatehighschool.co.uk)

#### **Transition Days**

Transition days have been arranged on the 2<sup>nd</sup> and 3<sup>rd</sup> of September. Letters have been sent out with information regarding your child's specific session. Please read this letter carefully as the start and end times are important in helping us to manage social distancing. In order to attend, you must confirm your child's attendance in advance via email using the Transition email address above. In order for your child to partake in the transition day it is essential that you have also completed the Data Collection Form.

#### **Data Collection Form**

Please be reminded that the 'data collection form' link is still live on our school website. If you haven't already completed this, we would appreciate you taking some time to do so to ensure we have all records up to date before the transition days and commencement of the new term. The link can be found by following these stages: <http://www.harrogatehighschool.co.uk/> Parents and Carers – Year 6 Transition – Data Collection Form, or by using this link

<https://vle.harrogatehighschool.co.uk/app/os#!9c3697168d0aef950d1f86196d29d667/new-page>

#### **Equipment**

For the new term we kindly ask that all students arrive school with the correct equipment for learning. This will include a pencil case with pens, pencils, a ruler, eraser and pencil sharpener. If you experience any difficulty in providing this, please let us know as we will look to support your child in a discreet manner. Students will be provided with a planner for the recording of their timetable and homework etc. However, if they wish to also have their own notebook for the purposes of organisation, this would be encouraged.





## Timetables

We will be providing students with a copy of their timetable during their transition day. This will identify which tutor group they will be in and who their tutor will be. We will not be issuing these prior to transition days as we feel that it is important all students are able to receive this information at the same time. If your child is unable to attend the transition day, this will be made available to them on the first day of the term.

## Parent Pay

Please remember to activate a Parent Pay account as this will be your child's method of payment for school meals. You will need to have loaded the account with funds ready for the first day of term if your child would like to buy food or drink from school. We had previously explained how we use biometric fingerprint readings to pay for products in the school canteen however, this will change for the new term. Students are going to be given a four digit pin number which they will need to provide to the canteen assistant at the time of making a purchase. The person serving will use this pin to deduct funds from the correct parent pay account.

As always, if you have any queries or concerns with regards to transition, please don't hesitate to contact us at our dedicated transition email.

Yours sincerely

**Mrs H Ashton-Braithwaite**  
Assistant Headteacher / Senco