



Trinity School

A Church of England
Academy

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Sheila Johnston and Derek Kay
Co-Headteachers

«Parental_Addressee»
«HouseName»
«HouseNumber» «Street»
«District»
«Town»
«Postcode»

25 June 2018

Dear «Parental_Salutation»

Re: «Forename» «Surname» Form Group: «Reg»

Welcome to Trinity School. We look forward to «Forename» joining us. There are many arrangements to make, so here is a brief outline.

Over the past few weeks Trinity staff have been in touch with all the primary schools which are sending students here. Extensive discussions have taken place with primary colleagues to identify the learning characteristics of our new students, so that we are able to move them forward.

Your «sondaughter» is invited to come on **Monday 2 July** and you are invited to come with «himher» to a meeting at School on **Monday 2 July at 6.00 pm.**

For the day visit, arrangements are as follows:

- a) Students should arrive at the main entrance on Strand Road around 8.45 am for a 9.00 am start. Anyone who needs to arrive earlier will be accommodated. Individual primary schools may make their own arrangements and will advise you accordingly. Otherwise, pupils should come straight to Trinity School in the morning.
- b) Your «sondaughter» will be provided with any paper or specialist equipment, but will need a pen or pencil for use during the day. A school lunch will be available and as we operate a cashless catering system in school your «sondaughter» will be taught how to use this system, check their balance and 'top up' their cards by their form tutor. If you already have a ParentPay account, (see information attached), and have credited your «sondaughter» with money, then this will be readily available for use. Alternatively, cash can be used, and students should bring £2.15 (10p, 20p, 50p, £1.00 or £2.00 coins only) which is the current cost of a school lunch, (please note that this is due to increase with effect from September to £2.30). A hot or cold meal deal will be available on the day and this will cost £2.15. Children in receipt of Free School Meals will automatically receive £2.15 on the system and will be treated like all other students. «Forename» may want to bring a small bottle of water to drink during the day. It may also be necessary for you to provide bus fare for returning home. Pupils may bring a packed lunch if they wish.
- c) Pupils will leave Trinity at around 3.00 pm on the day of the visit; before the end of the ordinary school day at 3.15 pm so that there will be no question of their being caught up in busy school traffic.
- d) Pupils should wear the clothes they usually wear to their primary school.

We take much care to place students into their forms. We look at:

- Recommendations from primary teachers about students who will work well together.
- A mix of boys and girls and different abilities.
- A mixture of students from the different primary schools.
- Any other specific needs, as directed by Primary colleagues.

As I am sure you can appreciate, the task of placing students successfully is very challenging. Please therefore refrain from contacting School to discuss moves linked to friendships. Whilst children might not always have their closest friends with them in Form, it should be noted that children in the same Form will never be taught together as a class and will only meet at lunchtime Registration. We hope that all pupils will make the most of a new beginning and extend their circle of friends. Time will be spent on the Induction Day enabling children to make arrangements to keep in touch over the summer.

Transport Costs

We have been asked to remind parents that, if they have not already done so, to submit an application to the Local Authority for assistance with travel costs if the parent considers that they qualify under the Authority's Home to School Transport Policy, and that advice on transport matters can be obtained by telephoning 0333 240 6965 or by going online at the following address: <http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/schooltransport.asp>.



Free School Meals and Clothing Grants

You may be entitled to Free School Meals for your «sondaughter» if you or your partner gets either:

- Income Support.
- Income-based Jobseeker's Allowance (IBJSA).
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The Guarantee element of State Pension Credit.
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income of £16,190 or less, as assessed by Her Majesty's Revenue and Customs.
- Universal Credit

Where a parent is entitled to Working Tax Credit during the four week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school lunches. Children who receive a qualifying benefit in their own right are also eligible to receive Free School Meals.

Is your child eligible for Free School Meals? Apply on line at:

<http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/freeschoolmeals.asp>

Applications for children who are entitled to receive Free School Meals and Clothing Grants can be made via Cumbria County Council's new online application process held within the Citizen's portal following link: below. Please provide information in a timely manner as you will appreciate, the start of a new term is a very busy period for processing a high volume of applications.

https://emsonline.cumbria.gov.uk/CitizenPortal_LIVE/Account/Login?ReturnUrl=%2fCitizenPortal_LIVE

If your «sondaughter» is currently in receipt of Free School Meals at primary school you need not reapply as the information will be automatically transferred.

Paperwork Enclosed

- **Data Collection Sheet**

Enclosed is a copy of «Forename»'s Data Collection Sheet. This includes some of your family information which we store on our computer system and forms part of «his/her» basic student record. Please amend where necessary and complete the rest of the form.

- **A Parental Consent Form**

A Parental Consent Form which requires completion.

- **Parent Pay**

We hope that the majority of parents/carers would enroll with ParentPay given the benefits both to themselves, their children and the school. Please see letter and FAQ sheet referring to this.

- **Personal Data Item Form**

You will only receive this form once during your child's time at Trinity School. You have the right to refuse to provide these data items and, where you exercise this right, or do not return the form, the information is returned in our censuses as 'refused'.

The enclosed are important documents and should be returned at the Parents' Evening or, if you are not coming, please give them to your «sondaughter» to bring on Induction Day.

If «Forename» is interested in continuing instrumental lessons or starting an instrument when they are at Trinity please can you email Mrs Richardson at ari@trinity.cumbria.sch.uk for more details.

The Big Day

Please note the first day of term for Year 7 is Tuesday 4 September 2018 at 8.30 am. Students will meet at the main entrance on Strand Road.

You might be interested to visit www.trinity.cumbria.sch.uk to get a sense of the school and all our work. There is a dedicated parents' section with a handbook which should answer many of the questions you are likely to have and our recent newsletters are also posted there.

We look forward to meeting you and to welcoming «Forename» to Trinity. We thank you for choosing Trinity School and look forward to a long and happy association with you and your family.

Yours sincerely

P Charnock
Assistant Head

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