



Trinity School

A Church of England
Academy

Registered Address: Strand Road
Carlisle
Cumbria CA1 1JB

Telephone Number: 01228 516051
Email Address: info@trinity.cumbria.sch.uk
www.trinity.cumbria.sch.uk

David Samson
Headteacher

«Parental_Addressee»
«House_Name»
«House_Number» «Street»
«District»
«Town»
«Postcode»

25 March 2025

Dear «Parental_Salutation»

Re: «Forename» «Legal_Surname»

I am delighted to welcome «Forename» to Trinity School. We are looking forward to meeting you and to welcome you as part of the Trinity family. We hope that this is the start of a happy and successful partnership as your child begins their secondary education with us.

We are already planning for our Transition Day in June and key staff will be contacting our feeder schools to meet your children and talk to their staff to gather further academic and pastoral information.

We look forward to seeing your child in person on Monday 30 June. It is more important to us than ever that students joining us in September feel happy and secure and we will be working hard behind the scenes to ensure that their transition is as smooth as possible.

You will shortly be hearing from Mr Brown, Head of Year 7 and staff responsible for Year 6 into 7 transition. They will provide much more detail on the process where you can find useful information and what you need to do at each step of the way. For now, I would recommend that you familiarise yourself with Trinity School by looking at our school website www.trinity.cumbria.sch.uk. If you have access to 'X', you can follow us to see what we are up to currently. I think this will give you a clear sense of our strong community.

There are two tasks, however, that may need doing now:

- 1 If you need support with travel costs you need to apply to Cumberland Council. Further information can be found by phoning 0300 3031591 or online at: <https://legacy.cumberland.gov.uk/childrensservices/schoolsandlearning/schooltransport.asp>
- 2 If you are entitled to Free School Meals and Clothing Grants you need to apply as soon as possible to avoid the busy period at the start of the new term. Further information can be found by calling 03003733730 or through Cumberland Council's website: <https://www.cumberland.gov.uk/schools-and-education/free-school-meals-and-clothing-vouchers>

Enclosed is a data collection sheet, please would you complete the form, check the current information, update any details that are incorrect, and return in the prepaid envelope included with this letter. If it is at all possible, please add an additional contact who lives at a different address to yourself. As all future correspondence will be sent out electronically, please ensure that your email address is correct. If you have any other queries regarding transition, contact us via email at: transition@trinity.cumbria.sch.uk

If your child has **SEND** needs, please follow the link below and complete the online form which will go directly to our Learning Support Department who may contact you to discuss further. <https://forms.office.com/e/0YtNhkqbWs>

Our aim is to ensure a smooth and relaxed transfer for everyone. Should you have any further queries, please do not hesitate to contact us. We look forward to working with you.

Yours sincerely

David Samson
Headteacher

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