



## Trinity School

A Church of England  
Academy

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Ms Jo Hawkin  
Headteacher

26 June 2023

Dear Parent/Carer

### **YOUR CHILD'S YEAR 7 FORM GROUP FOR NEXT YEAR IS:**

We look forward to your child joining us, for the next important phase of their education. As promised in our previous correspondence, we have now been able to allocate your child to a form group, the details of which are shown above.

Trinity staff have been working hard over the past few weeks, liaising with all the primary schools who know and understand our new students, and we have had extensive discussions to identify their learning characteristics and habits. This process is hugely important and allows our Year 7 students to make the best possible start to life at Trinity School; to make the progress they are capable of and of course to help them with the transition to secondary 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, 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 are taught in both Form and mixed ability groups. We hope that all pupils will make the most of a new beginning and extend their circle of friends across all the new students in our Year 7 cohort.

#### **1 Year 7 Induction Day – Monday 3 July**

We are doing our utmost to make the transition to Trinity as smooth as possible and are delighted to welcome students into school for their induction day. Students should arrive at main reception for 8.45 am where they will be greeted by Trinity staff, they will then follow a timetable of activities for the day, meet their form groups and form tutor and attend some lessons. The day will end at 2.45 pm and they will leave by main reception.

#### **Key Information:**

**Timings for day:** 8.45 am - 2.45 pm

**What to wear:** Usual primary school uniform

**What to bring:** Water bottle, pencil case and a snack for morning break. Lunch will be available from Café 11. A letter with details was sent out to you last week electronically regarding the new payment system along with menus available on the day. If a packed lunch is preferred that is fine too.

**Mobile phones:** We do not allow phones in school, further details will follow regarding arrangements for September, **for the induction day only** we ask that if a mobile phone is brought into school, it is turned off and kept in bags for the duration of the day.

#### **Virtual Parent's Evening – Monday 3 July 3.30 pm – 6.30 pm**

To follow up on the induction day visit, and to allow you to meet with your child's form tutor, we have arranged some time for form tutors to hold a brief online welcome appointment. The booking system will be open to make appointments from Thursday 29 June at 7.00 pm. Please click on following link to make appointments: <http://trinityschoolcarlisle.parenteveningsystem.co.uk>

The system allows up to two parents, at different addresses, to be involved in each video call. After you have made your bookings, click the 'Invite Parent/Guardian' button, and enter the email address of the second parent/carer you wish to invite, and this will grant them access to the call also. The additional parent then clicks the link in the email to join the appointments.



A guide on how to attend your appointments over a video call can be viewed at:  
<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Whilst the system we are using for this event has been typically excellent, it is important to acknowledge that technology from external providers can sometimes let us down. Please note that if we are disrupted in any way, teachers will contact you with information missed.

The meeting will be brief, 5 minutes, to allow you to make your introductions and open up lines of communication between home and your child's form tutor and ask any questions you might have.

2 **Transition to Trinity Webpage – Now LIVE!** <https://trinity.cumbria.sch.uk/transitiontotrinity/>

- This area of the school website has been designed with transition in mind, it has a wealth of information contained within it, as well as activities and welcome videos from lots of our Trinity staff, please do take a look.
- Links to departmental areas with videos from key staff – allowing you to put names and faces to different subjects. A curriculum overview showing the kind of things that they will learn in each subject during their time in Year 7.
- Information about the school ranging from uniform, school day, dinners, clubs, activities, and FAQs – which I'm sure will help to answer some of the many questions your child may have!
- Activities for your children to do within each subject area – designed to let them explore each subject and have a go at some new and exciting activities within each curriculum area. They are designed to be fun, engaging, and allow them to explore what will be new in Year 7! There is no expectation that the activities should be completed, but we would encourage your children to try out a range of challenges across the range of subjects on offer.
- All About Me Booklet – We would encourage your child to complete this and bring it with them when they visit in July – it can be found here: [All About Me Booklet](#) or link also available on the website.

3 **Return of Important Documents**

The documents below are important documents and should have now been completed and returned either using the pre-paid envelope that was supplied when sent out, returned electronically or handed in person to Trinity School Reception, the staff at the reception desk will record that it has been returned, thank you for your cooperation with this.

- **Data Collection Sheet** – This was sent out to you with our first letter and included a pre-paid envelope for its return. The document includes some of your family information which we store on our computer system and forms part of your child's basic student record. If you still have not returned this document please amend, complete, and return it without delay. If you need another copy, please email [transition@trinity.cumbria.sch.uk](mailto:transition@trinity.cumbria.sch.uk) and request a duplicate copy.
- **The Electronic Consent Form** – This was emailed to you recently for completion online, many thanks for the returns submitted to date. If you are unsure as to if you have completed this document, please contact Mrs Jackie Hunton by Friday 30 June on 01228 516051, extension 264.

To help you understand how and why we collect student information and what we do with it, please refer to the GDPR privacy notice on the front page of our website. Alternatively, a paper copy can be provided by emailing [transition@trinity.cumbria.sch.uk](mailto:transition@trinity.cumbria.sch.uk)

Should you have any specific concerns about your child's transition to secondary school, please do contact us at [transition@trinity.cumbria.sch.uk](mailto:transition@trinity.cumbria.sch.uk) and keep an eye out for us on Twitter @TrinSchCarlisle for the latest updates and news of what's happening in our school community.

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

Yours faithfully

Jemma Leech (Mrs)  
**Assistant Headteacher**

Emily McKenna (Miss)  
**Head of Year 7**