



Together in the Pursuit of Excellence

Congleton High School  
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Headteacher: H Thurland  
BA Hons, NPQH

**6<sup>th</sup> June 2025**

Dear Parents and Carers,

Firstly, may I extend a very warm welcome to the Congleton High School community; we are delighted that you have chosen to join us.

I am thoroughly enjoying meeting your child/ren at their Primary School; what an amazing first impression they have made on us so far! For children joining us from Primary Schools that are further away, please be reassured that effective communication will still continue to happen and we will be arranging a Teams call so your child is able to put a face to a name and to give them the opportunity to ask any questions.

I am now pleased to confirm the details of our Intake days and Intake Evening.

- Our intake days will be **26<sup>th</sup> and 27<sup>th</sup> June 2025, 8.35am – 2:50pm.**
- Intake evening for parents/carers is in the school hall on **Thursday 26<sup>th</sup> June, 6-8pm.**

### **Details of Intake Days**

Arrival - 8.20-8.35am

- Bostock's Buses (route from Biddulph through Mossley and High Town) are kindly allowing Year 6 students to use the bus facilities on both days. Please show the bus driver the letter attached to allow your child access. Unfortunately, the bus routes through Church Lawton, Scholar Green, Mow Cop and Mount Pleasant are not available to Year 6 students. However, the public service D&G is available. You can see details of our bus routes and stops by clicking on this link: [Bus Services | Congleton High School](#)
- If you are dropping off your child by car, please use the main car park and follow the one-way system. Once you have dropped off your child, please leave the school premises to create space for other families.
- All students please enter via the blue pedestrian gates to the right of reception to be welcomed by staff.
- Parents/carers should hand in any medication needed by your child throughout the day at main reception and collect it at the end of the day. Please label it clearly and provide clear instructions on how it should be administered and stored. You can contact our Medical Officer, Laura Monk, directly to discuss any specific support your child may need and a health plan will be created ([lmonk@congletonhigh.com](mailto:lmonk@congletonhigh.com))
- We will provide a free school lunch for all year 6 students on 26<sup>th</sup> June. Please provide a packed lunch for your child on 27<sup>th</sup> June. **We are a nut free school.**
- We will provide drinks and a snack for all children (free of charge) at break times on both days.
- We can provide a free lunch on both days for children who normally receive free school meals if you indicate this on the enclosed Microsoft form.
- Students will be allowed to bring their mobile phone into school, but it is their responsibility to look after it. Their phone should be switched off and in their bag throughout the day. Mobile phones may not be used at any time on school site.

2.50pm End of the school day

- Children will gather in the hall at the end of each day and will then be dismissed from there at 2.50pm.
- Again, if you are collecting your child by car, please consider asking your child to meet you a few minutes' walk away from school to avoid congestion.

We have been delighted to speak to all children with SEND during our primary visits. Mrs Charlotte Hassall is our SEND transition lead and has created an 'About me' profile for your child in partnership with their Year 6 class teacher, to share with CHS staff in preparation for Intake days and their September induction. The Microsoft Form enclosed within this letter, gives you the opportunity to provide any further information on how we can best support your child on our Intake days. This will supplement any details already gathered from Year 6 teachers and also your child themselves. If you would like to contact Mrs Hassall directly, please email [chassall@congletonhigh.com](mailto:chassall@congletonhigh.com)

The email address to contact our SEND team is [SENCO@congletonhigh.com](mailto:SENCO@congletonhigh.com)

### Additional Information

- Your child should wear their primary school uniform on the Intake Days, this includes their 'Leavers Hoodies' if preferred.
- Please ask your child to pack their trainers but PE kit is not necessary.
- Your child does not need to bring any money with them.
- Your child should pack a pencil case and perhaps a water bottle and sun hat. Fizzy drinks, glass bottles and aerosols are NOT permitted.
- **We are a nut free school.** If your child has any allergies, please indicate this on the Microsoft Form and contact Laura Monk if you have any specific requirements or information to share.

### Next Steps

So that we can contact you in the event of an emergency, please click on this link and provide as much detail as possible:

<https://forms.office.com/e/7D09cvBY9S>

Deadline for completion is **Friday 20<sup>th</sup> June 2025**.

Please also visit our website to learn more about the transition process:

[Transfer from Primary School | Congleton High School](#)

Thank you for choosing Congleton High School for the next stage of your child's education and we very much look forward to meeting you soon.

Kind regards,



Lucy Darling  
Deputy Headteacher