



Congleton High School

Achieving Success Together

Congleton High School
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Headteacher: Mr M Warren
BEng, MA Ed., NPQH

8th June 2023

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.

It has been an absolute pleasure to meet your child/ren at their primary school over the past few weeks; what an amazing first impression they have made on us! I am now pleased to confirm the details of our Intake days and Intake Evening. We have planned a series of activities and opportunities for your child to familiarise themselves with the CHS community, move around the building, take part in sample lessons and meet many of our staff.

Our intake days will be **29th and 30th June 2023, 8.35am - 3pm.**

Intake evening for parents/carers is in the school hall on Thursday **29th June, 6-8pm.** This is an opportunity for you to meet our Headteacher, Senior Leadership Team and other key members of the transition process, including your child's Guidance Leader and Form Tutor. There will also be an opportunity for you to meet other parents/carers and look at the uniform samples provided by DP Sports. Please enter through main reception where we will be there to welcome and direct you to the hall or your child's form tutor. Due to limited space in the hall, if possible please arrange to leave children at home.

Details of Intake Days

Arrival - 8.20-8.35am

- If your child needs to use a school bus to travel to and from CHS, both bus companies have kindly given permission for them to travel free of charge on Intake days. Please indicate this on the Microsoft Form in the Next Steps section of this letter. I have attached a copy of the letter that your child will need to present at the bus stop to the driver.
- You can see details of our bus routes and stops by clicking on this link: <https://www.congletonhigh.com/parents/bus-services>
- 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.
- Students will be met by members of staff as they arrive and guided to the hall ready for their first assembly
- 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, Julie Pini, directly to discuss any specific support your child may need and a health plan will be created (jpini@congletonhigh.com)

- We will provide a free school lunch for all year 6 students on 29th June. Please provide a packed lunch for your child on 30th 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. We advise that they are left at home on this day. Mobile phones may not be used at any time on school site.

2.55pm 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 2.55pm.
- 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 or drive into the main car park if you are unable to do this.

Additional Information

- Your child should wear their primary school uniform on the Intake Days.
- 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 form below and contact Julie Pini 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/dRTJdjG9yT>

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

<https://congletonhigh.com/parents/preparing-to-start-at-chs/transfer-from-primary-school>

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

Kind regards,



Lucy Darling
Deputy Headteacher