



Together in the Pursuit of Excellence

Congleton High School
Box Lane, Congleton
Cheshire, CW12 4NS
T: 01260 730123
E: enquiries@congletonhigh.com
t: @CongletonHS
www.congletonhigh.com
Headteacher: H Thurland
BA Hons, NPQH

5th June 2024

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.

- Our intake days will be **27th and 28th June 2024, 8.35am – 2:50pm.**
- Intake Evening for parents/carers is in the school hall on **Thursday 27th June, 6-8pm.**

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 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.
- 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, 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 27th June. Please provide a packed lunch for your child on 28th 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 phones are left at home on this 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 Debbie Taylor was appointed SEND transition lead in December and has created an 'About me' profile with your child, to share with their teachers 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 Taylor directly, please email: **dtaylor@congletonhigh.com**.

Our newly appointed SENCO, Mr Paul Blaylock, will also be delighted to speak with you before the summer holidays if you have any information you would like to share in preparation for September. His email address is **SENCO@congletonhigh.com**

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/EL7NqRAkct?origin=lprLink>

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 very much look forward to meeting you soon.

Kind regards,



Lucy Darling
Deputy Headteacher