



**ST TERESA  
of CALCUTTA**  
Catholic Academy Trust

**St Gabriel's**  
Roman Catholic High School



**STRENGTH  
SERVICE  
SUCCESS**

June 2022

Dear Parent/Carer

### **Pupils in Year 6 Transferring to St Gabriel's in September**

We are writing to welcome you to the family of St Gabriel's and to confirm your son or daughter's place with us from 5 September 2022. There are a number of aspects to our transition programme: our visits in the summer term to our family of primary schools, an information session for parents and pupils and two orientation days for pupils to spend with us meeting their form teacher, key staff and meeting their new peer-group. For many of you, this will be our first communication with you at a personal level, and we wish very much that the experiences you go through with us in the next few months are as positive and stress free as possible. You will already know that we are committed to working closely with you in partnership.

#### **1. Information Meeting: Monday 27 June at 5.30pm (parents/carers and pupils)**

The purpose of the evening is to give you and your child some basic information about the transfer arrangements described above and to tell you about what will happen in the first few weeks. We will also give you and your child information about the curriculum, the school day, uniform, school transport and catering arrangements. On arrival, the students will be directed to the Year 7 playground at the John Banks building whilst parents & carers should make their way to the School Hall. The pupils will have a presentation by their new Form Teacher, who will work with them in Year 7. They will be directed to their classroom separately. The event will last around an hour and refreshments will be available on arrival.

#### **2. Transition Days: Tuesday 29 June and Wednesday 30 June (pupils only)**

These two days enable our new pupils to become familiar with the wider environment at St Gabriel's and to meet key staff and their new friends. They will be orientated with the locations on the school site, such as the dining room, where the cashless system will be explained and registration takes place, as well as an opportunity to meet their Form Teacher again.

#### *Arrangements for Transition days*

New pupils should arrive at school at 8.45am. There they will be directed to the Year 7 playground (in the 'John Banks' Building situated opposite the main site). From here they will be escorted to their various activities. You will need to send a packed cold lunch with your son or daughter as the canteen system will not be available to them until September. Pupils will be dismissed at the end of both days at 2.30pm. Children will leave via the main entrance.

For safeguarding reasons, we ask that parents do not wait on school grounds or park on the adjacent roads, which have double yellow lines. Pupils may wait for brothers or sisters (who finish school at 3.05pm) in our school hall from where they should be collected.

#### **3. Visits to pupils in their Primary Schools by Mr Killion & Mr Stewart**

Mr Killion/Mr Stewart have already visited six of our feeder primary schools to meet pupils and liaise with Year 6 teachers during the summer term. This has allowed us to build and develop our relationships with

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our new pupils and to establish a 'friendly face' for when pupils arrive at St Gabriel's formally, or, on other occasions too.

You will be receiving a transition booklet which will help you and your son or daughter find answers to many of the questions frequently asked and explain in more detail some of the systems and procedures we know you will find helpful. Please check the school's website regularly, useful information is often posted there. We also have a Twitter feed: @stgabsbury, which you may like to follow.

We have already requested from you the completed Confidential Form and copy of your child's Roman Catholic baptismal certificate. If you have not already returned these items, can you please bring with you on the evening of Monday, 27 June.

We look forward to working with you during the next few years and establishing a strong partnership with you where Christ is at the Centre of everything we do.

Yours sincerely

The St Gabriel's Team