



April 2021

Dear Parent/Carer

Welcome to the Our Lady's family; we are delighted that your son/daughter has been offered a place in Year 7 for September 2021 and look forward to meeting with them and you in the future.

Usually we aim to ensure that the transition process from primary to high school runs as smoothly as possible with minimum disruption or anxiety for you or your child. In order that this is the case there are a few things we will be doing over the next few months.

- Request for student information from the primary school.
- Email and video calls with primary staff that know your son/daughter well.
- Video calls with students coming to OLCC in September.

Enclosed, alongside this letter, is an information handbook. These documents will also be available on our school website, sent to primary schools and emailed to you if we have a working email address for you. You will also find a welcome letter from our Headteacher, Mrs Seddon, and a letter from our Assistant Headteacher and SENCO, Mrs Loxam. Please go to this link to complete questions on your child. These questions range from emergency contacts, medical issues to photography and trip permissions. Having up-to-date information on your child is important for us to work with you effectively.

This completed documentation is needed to make this transition as smooth as possible. Please go to the following link to complete the required information: <https://forms.office.com/r/4BWJmhXGEC>

We aim to provide you with as much information as possible and allow you to get in contact so that we can answer any queries you have regarding your son/daughter and any support they may require.

As Government advice is ever changing regarding the COVID-19 pandemic our approach to transition will also be fluid. We will endeavour to make sure that there is every opportunity taken to make this transition as smooth as possible. In an ideal world, if restrictions are lifted, we would like to give you the opportunity to meet key staff including myself (Miss Brogan), Mrs Baldwin our Pastoral Support Officer, the Learning Support Department and hopefully have the opportunity to meet your son/daughter's Form Tutor.

Induction Day **To Be Confirmed - Wednesday 7th July**

The first day of term is **Monday 6th September**

At this testing time situations change rapidly and our plans will change accordingly. If any of this information changes at all we will keep in touch and you can keep up-to-date via the school's website or Facebook page. We will also make every effort to update your contact information on our systems as data information sheets are returned.

I look forward to meeting you in due course and working with you and your son/daughter in this new and exciting chapter of their development.

Yours sincerely

Miss V. Brogan
Progress Leader Year 7