

# Our Lady's Catholic College

Learn, live, love together in a caring Catholic community



May 2023

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 2023 and look forward to meeting with them and you in the future.

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 visits with primary staff that know your son/daughter well.
- Primary school visits 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 use the link below to complete questions for 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.

Please go to the following link to complete the required information: <https://forms.office.com/e/SpyV7CAsyb> This completed documentation is needed to make this transition as smooth as possible so that we can contact you and also be ready for the year ahead.

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.

**Wednesday 21<sup>st</sup> June**– Parents' Meeting either 9.30am or 6pm

**Wednesday 28<sup>th</sup> June** – Induction Day

**Wednesday 6<sup>th</sup> September** - First day of new term

If any of this information changes, we will contact you; you can also keep up-to-date via:

- the school's website [www.olcc.lancs.sch.uk](http://www.olcc.lancs.sch.uk)  
or
- Facebook page [Our Lady's Catholic College, Lancaster](#)

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