



Dear Parent / Carer

John Spence Community High School - Transition

With your child starting at John Spence in September it is our responsibility to ensure they and we are fully prepared. The two key features of this correspondence are **data collection** and **school uniform**.

Data Collection

Attached to this letter is a **data collection pack** which includes some key school policies as well as forms for you to complete and send back to us (e.g. Medical Declaration Form). As a school we pride ourselves on our regular communication with home as well as the range of opportunities we provide for our students. It is therefore vitally important we have accurate contact details / preferences as well as consent for your child to be engaged in certain activities. Please read the covering page of the data collection pack carefully, fill in the appropriate documents and send them back to us at school using the envelope provided by Monday 1st June 2020.

School Uniform

We have been working with our uniform suppliers Michael Sehgal and Sons to try and provide you with as much information and clarity about how to order our John Spence school uniform. I have enclosed an information sheet from our suppliers which outlines 5 key points to take account of. In particular I would like to draw your attention to point 2 which advises new Year 7 students and parents to order uniform as soon as possible using the following website address www.michaelsehgal.co.uk. I have enclosed a copy of our uniform standards which we expect all of our students to adhere to, which can be also be accessed via our school website.

I would like to take this opportunity to remind you of all of the steps we are and will be taking in the coming weeks to support your child's transition to John Spence (some specific dates to be confirmed):

Steps being taken

- Gathering information from all primaries regarding how to best support your child
- Head of Year 7 (Mrs Kirsty Wyllie) carrying out remote meetings with Year 6 primary school teachers
- Our SENCO (Mr Andrew Purvis) working closely with the appropriate schools, families and individual students where there are additional needs which we need to be aware of

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• F I T F O R L I F E •



Steps to be taken

- You will receive our '**John Spence Handbook**' which will provide you and your child with information about the school's expectations, routines, rewards and opportunities.
- It is highly unlikely that we will host a **transition day** which will take place in the normal sense for your child. Given the current situation and likely continued need to socially distance it is also unlikely we will be able to operate a day during the Summer term (date TBC) in the form of a specific meeting for you and your child to meet your child's form tutor, head of year and other key staff. However, we will keep this under review and will update you in the coming weeks.
- We hope to host a **Year 7 Welcome Evening** in September 2020 (date TBC) which we anticipate will in some respect replace our traditional transition evening if government guidelines allow.

If you do have any immediate queries regarding the transition process, please contact your child's Head of Year, Mrs Wyllie who you can contact at any point either by phone or by email at: 0191 2961432 or Kirsty.wyllie@ntlp.org.uk

Once again, thank you for choosing John Spence and we all look forward to meeting you soon.

Best Wishes



Jonathan Heath
Headteacher