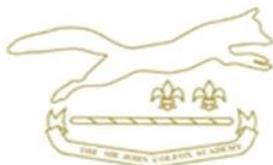


The Sir John Colfox Academy



Inspiring Learning, Achieving Excellence

Headteacher: Mr David Herbert BSc PGCE NPQH

April 2017

Dear Parents

Transition to The Sir John Colfox Academy September 2017

I am delighted to hear that your child will be joining our Year 7 intake in September 2017 and would like to take this opportunity to welcome you as new members of our community at The Sir John Colfox Academy. This is the start of what is likely to be a seven year learning journey for your child.

The transition process has begun and Sue Chudley (Head of Lower School) has been making visits to the primary schools to talk with the students about the transition process and what to expect when they start in Year 7. She has also met with the Year 6 teachers to discuss individual children's needs and to enable her to place them into both a tutor group and into the appropriate teaching groups. Mr Glover from the SEN department has also been visiting the primary schools to discuss the requirements and provision for any children who have special educational needs.

At this stage I would like to draw your attention to some important dates. On Tuesday 27 June at 7.00pm there is the Year 6 Parents Evening. I very much look forward to welcoming you to the school for this event which will be an opportunity to meet myself and other key staff and to ask any questions you may have. Most importantly you will have the chance to meet your child's Form Tutor, the Head of Lower School and their House Co-ordinator.

On Thursday 29 June there is a Year 6 Induction Day. This is a great opportunity for the children to spend a full day with us, get to know their way around, meet our staff and perhaps most importantly, meet the other children who will become their new classmates. On Friday 30 June the children will spend another day with us to take part in the French and PE Focus Day which is run by the Modern Languages and Physical Education Departments. By the end of that week we would hope that everyone is feeling confident about the process of moving schools.

In the meantime if there are any questions or concerns that you have about this whole process or specific details that you may wish to discuss concerning your child's needs then Sue Chudley or Carol Duffy will be happy to discuss these with you on the telephone or you can make an appointment to come into the school. I would also encourage those parents whose children have special needs to contact Bryan Glover for an individual appointment - the more we know, the better we can support students in September.

I understand that this can be a worrying time for parents as well as for children and we will endeavour to do all that we can to make the process as smooth as possible. I would encourage you to have a look at our website at www.colfox.org, where you will be able to find lots of information about the school including updates on news, events and student achievements. School policies are available on the site as well.

Personal Information Forms and Home-School Agreement Form

Enclosed is a Personal Information Form, which will enable the school to record an accurate record of your child's details in its management information system. Please complete the form and return it to us by Friday 19 May. Without this form we are unable to set up your account for My Child at School or e-contact (parent mail).

Please also find enclosed our Home-School Agreement to be signed and returned with the Personal Information form.

School Uniform Orders

Please find enclosed a leaflet explaining our online ordering service. Our uniform supplier Kitz UK will be attending the parents evening on Tuesday 27 June to give parents the opportunity to see samples and sizes of the uniform.

Hooke Court

Also enclosed is a letter about a residential trip to Hooke Court which takes place soon after the children start. Last year was the seventh year we undertook this trip for our new year 7, and feedback from the students was very positive. The trip is not compulsory, but I would encourage you to take advantage of it, as it is a good opportunity for students to bond with their new tutor groups in a fun and activity-filled environment. If you would like your child to go on the trip, please complete and return to us, the Parental Consent Form and deposit.

Finally I would like to take this opportunity to welcome you as members of the Sir John Colfox Academy once more and I really do look forward to meeting you in June.

Yours sincerely



David Herbert
Headteacher