

1st June 2020

Dear Parents/Carers,

We hope you are all safe and well. We are looking forward to seeing you soon and helping your child to have a smooth transition to Blackfriars in September.

We just wanted to send some information out to you and make contact. There are various forms enclosed for you to complete – there are staff on site every day if you wish to drop them off once completed or post to school if you prefer. If you need help completing forms then just give us a call. We would ordinarily ask you to come into school to all meet as new parents and for us to go through the paperwork that we require. However, under the current circumstances, we are unable to do this. We apologise for the amount of forms that we are asking you to complete.

Queries about Parent Pay and Uniform to Tina Davies Administrator
tinadavies@blackfriars.shaw-education.org.uk

General questions to Ruth O'Connor Vice Principal
roconnor@blackfriars.shaw-education.org.uk

What transition **usually** looks like at Blackfriars:

- Visits to child current school to see them in their setting, meet child and staff to gain information about them.
- Handover of information between schools.
- Child visits Blackfriars with familiar staff on two occasions and then on the third occasion on their own.
- Coffee morning for child and parents to be given forms to complete and discuss uniform etc.
- Attend EHCP reviews or CIN meetings in current school.

What we will be doing differently:

- Handover of paperwork and information has already begun, with most schools completing transition forms.
- EHCPs for most children have been attended and there are ongoing virtual attendance at CIN meetings.
- Information is going to go onto the website – with photos of the school and a powerpoint for information – in the next few weeks.
- Staff at the child's current school will be invited to either visit Blackfriars to share how best to meet the child's needs – or this will be done virtually.
- Photos of the equipment the child uses will be requested from the current school if relevant.

Principal: Alison Parr
Priory Road, Newcastle-under-Lyme, Staffordshire ST5 2TF
Tel: 01782 987 151 | Email: admin@blackfriars.shaw-education.org.uk | Web: www.set-mat.co.uk

Chief Executive Officer: Jo Morgan, Shaw Education Trust
The Lodge, Wolstanton High school, Newcastle under Lyme, Staffordshire, ST5 9JU
Tel: 01782 742910

- A look around visit one day in the Summer term if families are comfortable with this.
- Possibly an activity morning the last week of the Summer holidays
- Y7s to possibly start back on Wednesday 2nd Sept for a settling in day, with other year groups returning the next day.

There are a lot of uncertainties at the moment but we will keep communicating with you as regulations and advice changes but we will do our utmost to help all children settle at Blackfriars and feel safe and welcomed.

Take care.

Regards,

Ruth O'Connor
Vice Principal