



# Horsforth School

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Headteacher: Dr P C Bell

PCB/KLM/RBA

27 May 2022

Dear Parent/carer

We are delighted that you have chosen Horsforth School for your child and you have now confirmed their place for September 2022.

Following on from our introductory evening held in March, we would like to invite you to our **'New Intake Information Evening' from 6-8pm on Tuesday 14 June**. The evening will start at 6pm with a formal address in the hall when you will be given more detailed information about our policies and procedures and the rest of the transition process, including what happens on the first day for Year 7 in September.

Important information will also be provided about expectations in terms of behaviour and attendance, various procedures followed in school, and our cashless catering system amongst other things.

You will be able to speak to our uniform suppliers and Horsforth Children's Services, hear about the support we offer students from a pastoral and SEND perspective and ask us any questions we have not yet answered. You will also be able to sample a range of hot and cold snacks and meals which are available to all of our students.

Both of our uniform suppliers will be in attendance on the night with samples and prices. Please note that we no longer sell uniform at school.

Horsforth Children's Services work with us and the Primary Schools to offer a Summer Transition School where students work with our staff for 4 days (28<sup>th</sup> / 29<sup>th</sup> July and 1<sup>st</sup> / 2<sup>nd</sup> Aug) This has always proven successful in aiding the move to us. Details about this week will be available on the evening too.

Please note that unfortunately, due to high numbers we cannot accommodate students on these evenings - these are **for parents/carers only**. We can also only accommodate **one parent per student** at this time. Students will be given more information on their 'Taster Day' on Friday 1 July.

## How we contact you

Horsforth School operates a 'paperless' policy when communicating with you as you may have noticed already. This means that all our correspondence will be sent to you via email or text. If the email address we are using is not correct please contact the school as a

matter of urgency and we will update our records. Please also ensure that emails from Horsforth are marked as 'safe' on your email system so they don't go into your junk email.

### **Information we require**

We recently sent you a link to our online Student Details Form. See below

<https://horsforthschool.applicaa.com/>

This is a legal document which we need you to complete prior to your child starting September. The form details any medical information we need to be aware of and contact details for who we notify if there is a problem with your child during the school day. If you have not yet completed this, please can you do so as a matter of urgency.

If you have an older sibling already at Horsforth School, a new form still needs to be completed for your child starting in September.

Please note it is a legal requirement that you provide us with the names and addresses of all parents of your child and that we hold at least 2 emergency contacts for your child.

I look forward to meeting you on the evening.

Kind Regards

Katie McFadden  
Assistant Headteacher; Inclusion  
Transition coordinator Year6/7