



22 May 2017

Dear Students, Parents and Carers,

## **Year 7 Transition Week: Monday 17 – Friday 21 July**

We are delighted to welcome your child to King Edward VI School, and would like to invite him/her to our Transition Week which will run from 17 to 21 July. The aim of the week is to help your child to get to know us, to help us to get to know your child, and for the school's systems and buildings to become more familiar. We hope our Transition Week will help your child to feel confident and excited as September approaches, as he/she will already have taken the first steps of their King Edward VI School journey.

Arrangements:

### **Transport**

We ask that you organise transport for your child to, and from, King Edward VI School for our Transition Week. He/she should arrive by 8:55am each morning. Students eligible for school transport from September will be issued with a temporary bus pass for the week. For more information about the bus routes please visit <http://www.suffolkonboard.com/home-to-school-transport/school-bus-timetables/be-bury-st-edmunds/>

If you are arranging your own transport please make clear to your son/daughter the pick-up arrangements for the end of each day.

### **Clothing**

We ask that all students wear 'smart/casual' clothing, and **not** school uniform. On Friday 21 July, students should wear clothes suitable for sport, as we will be ending the week with a friendly inter-college athletics festival.

### **Lunch**

At King Edward VI School we run an in-house catering business in order to provide students with excellent food at reasonable prices. Our food is prepared on the premises and made with locally-sourced, fresh ingredients. We are very proud of our catering team, and the food they produce, and would like as many students as possible to try our food. As such, on Monday 17 July we will be offering all students a free school lunch. On subsequent days\*, a school lunch will cost **£2.70**. Students should bring the money (correct change if possible) with them each day. A number of outlets will be available serving a variety of foods, including Thai, Indian, Italian, jacket potatoes, salad, sandwiches and drinks. Alternatively, students may bring a packed lunch.

If your son/daughter is currently eligible for free school meals they will not need to pay for lunches during the transition week.

\*Please ensure your child brings a packed lunch on Friday 21 July, as he/she will be taking part in the athletics festival.

### **Cashless catering**

Over the summer holiday, you will receive an email or a letter explaining how to log in to Parentpay, (a cashless catering account). You will be able to put money into the account in order to pay for your child's lunches. If permission has been given, the students will have their fingerprint scanned on the first day of term ready for their lunchtime meal. Alternatively, the student will be given a 4-digit PIN.

It is possible for lunch money to be topped up with cash at school, but we strongly recommend that money be paid into the account via the online method. Please note that the price of meals may be subject to an increase with effect from September.

**Medical**

If your child needs to bring in medication to use during our Transition Week, you must contact us beforehand, please, to request the relevant medical forms, and to discuss the administration.

**Programme**

On the first day, students will meet in the Lower Hall and will be welcomed by senior staff members. As the week progresses, they will meet their Head of College, tour the school, sample some lessons and take part in subject-related activities. Students will need to bring their completed 'Best Of Me' folder on Monday 17 July. They should also bring a pencil case with a pen, pencil, ruler and rubber on each day.

**Meet the Tutor evening**

We would like to invite you to meet your child's tutor on Wednesday 19 July. The evening will run from 4 – 5:30pm. Please complete the reply slip attached, indicating the times that would suit you best. If your child's tutor is to be a new member of staff, starting in September 2017, it will not be possible to meet him or her during the Meet the Tutor evening. We will identify the students whom this will affect, and contact their parents/carers with separate arrangements.

If you would like to receive future correspondence by email via our 'Call Parents' system, please contact Mrs Dunning ([dd@king-ed.suffolk.sch.uk](mailto:dd@king-ed.suffolk.sch.uk)).

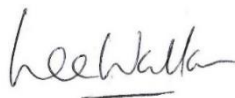
**In conclusion...**

We hope that your child has an enjoyable time during our Transition Week. If you have any questions, please do not hesitate to contact us.

Yours sincerely,



David Gower  
Assistant Headteacher  
(Key Stage Three)



Lee Walker  
Headteacher

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**Please return to Debbie Dunning by Friday 9 June 2017**

**Meet the tutor evening: Wednesday 19 July 2017**

Please indicate your preferred times by ticking the appropriate boxes below. We will aim to make an appointment for you within your preferred half-hour session. You will receive confirmation of your appointment time.

	4pm	4:30pm	5:00pm
First preference			
Second preference			
Third preference			

Student's name ..... Primary School .....