

June 2021

Dear Parent/Carer

**Re: Year 6/7 Transition to Burton Borough School**

We are delighted that your child has gained a place at our school. We are very proud of Burton Borough School and hope that your child will be very happy and successful here. We believe that each student deserves to be treated as an individual and we always endeavour to do so.

Unfortunately, we are unable to facilitate our Transition Day this year based on advice from the Local Authority due to Covid restrictions. However, the enclosed Transition Pack will provide you with all the essential information you require in preparation for your child to start at Burton Borough School in September. In addition to the pack there is also a transition section on the school website which can be found by navigating to <https://www.burtonborough.org.uk/parents/year-6-7-transition>

On the first day of term, 6<sup>th</sup> September, your child should enter the school via our reception no later than 8.45am, where all students will be taken to our new hall. They will be met by their form tutor who will take them to their P1 tutor group. At the end of the school day (3.05pm) if you are arranging to collect your child, we politely ask you to plan your transport arrangements in advance, as parking within the school vicinity is very limited. Please do not drive or park onto the school site. Parking is possible behind the bollards on Audley Avenue, which can be accessed from the new retail park. Students can then walk securely onto and off the school site via the main entrance gates. Alternatively, there is limited parking along Audley Avenue, Granville Avenue and Avenue Road South. At break/lunchtime your child can either purchase food from our catering facility or bring a packed lunch. Sample menus are enclosed within the pack.

Also, on the first day of term, your child will bring home a pack containing a copy of the contact information we have on record for them, along with a student consent booklet and consent form. It is most important that this information is completed/updated and returned to school via your child's tutor the next day, so that we can update our records accordingly.

We look forward to meeting your child in September. However, in the meantime, should you have any questions or concerns, please direct these through the 'contact us' facility on our school website. From the dropdown menu select 'General Enquiries' and then type 'Transition and your child's name' in the 'subject box'. Your enquiry will be directed to the appropriate member of staff.

Yours sincerely

*Miss Parkinson*

Head of Student Services

