



Our ref: RPR/NS/InductionProcess

Date: 27th May 2022

Dear Parent/Carer,

First of all congratulations on securing a place at Dame Elizabeth Cadbury School for your child. I am sure you are very excited but also anxious at the thought of your child moving up to Secondary school. In the run up to the first day in September we organise a number of events which are detailed below. These aim to make the transition process as stress free as possible for all involved. A letter will be sent out to you to complete a series of Microsoft forms, which will entail key information of your family and child. It will also contain the home school agreement and ICT use agreement. These will be available on our website very soon.

Assessment Day - Saturday 18th June

We are holding an assessment day on Saturday 18th June at 8.45am-10.00am. The information collected from these Literacy and numeracy tests will determine alongside ks2 results what set your child will go in as we stream into ability groups. If your child cannot attend on Saturday then the assessments will take place on induction day, something we are trying to avoid. Pupils should turn up to both the assessment day and induction day in their primary school uniform.

Induction Evening - Tuesday 5th July

To give parents an opportunity to ask questions and listen to school leaders talk through the induction processes we have organised an induction evening to take place on Tuesday 5th July at 5.30pm - 6.30pm. Please be aware that there are limited spaces in our hall so we ask that each party attending is no larger than 3 people, this includes your child. The main presentation will take place in the hall but you will then move into smaller groups where school staff will explain how the school runs day-to-day, talk through the school uniform, set out our expectations, and answer all of the questions that you may have.

Induction Day - Wednesday 6th July

Induction Day will follow immediately after on Wednesday 6th July. Pupils should arrive by 8.40am. There is no need to provide your child with any money, we as a school will provide a free school meal that day as well as something at break time. Please feel free give your child extra drinks or food in their school bags If you wish, however they will only be allowed to consume these at break and lunch. Water is of course allowed during lessons. The day will finish at 2.40pm. Pupils will be free to make their own way home provided they have a note, otherwise we will ask parents to collect.

Summer School – 25th to 29th July

We are planning to hold a 5-day summer school during the six-week holiday. This will be for current year 6 pupils who are joining us in September. More information regarding this can be found on the summer school link our website. <https://decschool.co.uk/summer/> All who want to attend must fill out the expression of interest form.

I look forward to meeting you in person but if you have any queries in the meantime please email enquiry@decschool.co.uk.

Yours sincerely

Mr R Prime
Headteacher

Mr D Lowbridge Ellis
Headteacher

