



March 2023

To Parents/Guardians Y6 Admissions 2023

Dear Parent/Guardian

Essential information and forthcoming arrangements for your child's transition to Notre Dame High School in September 2023

May I take this opportunity to welcome you and your child to our school community. The enclosed materials provide you with the essential information that you need regarding your child's transition to Notre Dame in the next few months. There are also some forms that we ask you to complete and return to assist us with planning for a smooth and happy start for your child in September.

Please return the forms listed below, to Mrs S Giles, Administration Manager, no later than Friday 5th May 2023.

- An Acceptance Form
- Student Contact Details Form
- A copy of the school's Home/School Agreement
- Bus Behaviour Contract

This Transition Booklet enclosed contains the following:

- Uniform letter
- Application for Instrumental/Vocal Lessons
- Notices from FOND (Friends of Notre Dame).
- Cashless Catering letter
- FSM letter

My Child At School (MCAS) App

We will shortly be sending you login details by email.

My Child At School (MCAS) is an online portal that enables parents to view their child's performance at school in real time via web browser or App.

Access to Attendance, Behaviour, Assessment and student reports, letters or important documents. School can keep parents fully informed electronically of Student timetables alongside the school calendar and fully customisable Exam timetables and results.

Communication through Push Notification (for the App), Email, Text, Announcements and important documents, as well as enabling parent messaging to the school, are all included features.

Secure booking and Online Payments for Clubs, Trips, and Dinner Money, with multiple settings for payments and purchases.

When you have logged in successfully, please complete the **Admissions Form** and view documents: Cashless Catering, Free School Meals & MCAS Guide for Parents by clicking on the Admissions Form header visible towards the top left of your screen in the black banner. ***This will take around 30 minutes but once you have read and completed the documents, you and your child will be totally set up and ready for the start of the school year.***

PLEASE NOTE THAT ALL CORRESPONDENCE WILL BE SENT OUT ENTIRELY VIA THE MCAS (MY CHILD AT SCHOOL) APP OR PORTAL.

During the next few months we will be doing a number of things to give your child the support that they need in order to ensure a smooth transition from their primary school to us. To help with this, our Transition Coordinator Mrs Kay will be visiting your children in school over the coming weeks.

We then invite **all** Y6 students to the **Full Induction Day** here on **Wednesday 5th July 2023**, followed by a **Parents' Information Evening** on the same day. **More details on the Y6 induction day and parents' information evening will be emailed to you nearer the time.**

In addition, you are invited to attend an Information Roadshow with other parents of children from your child's primary school as per the dates set out below. **The evenings all run from 5.30 – 6.30 and we will cover the questions most commonly asked by parents whose children are joining the school. We would be very happy to see your child at the evening as well. You will be able to meet the Pastoral team, Head of Year and myself at the roadshows.**

The SEND transition days are an opportunity for our SEND students to have a little extra-time getting used to Notre Dame's site and staff, and to help reduce the anxiety of transition. The days consist of various team activities, exploring the site, meeting key members of staff and making new friends.

Summary of induction events and dates

	Classroom visit by Mrs Kay	Parent/student roadshow 5.30-6.30pm Mrs Cleary & the Pastoral team.
St Catherine's	9:30 – 12:15pm 14 March 2023	28 March 2023
St Marie's	10:20 – 12:00pm 22 March 2023	22 March 2023
St Wilfrid's	9:00 - 10:30am 7 March 2023	3 May 2023
St Thomas More	1.00pm 7 March 2023	17 May 2023
St Mary's	1:30pm 21 March 2023	4 April 2023
Sacred Heart	1:30pm 14 March 2023	25 April 2023
SEND Transition Days	12 & 13 June 2023	
Y6 Induction Day	5 July 2023 Students at Notre Dame in the day. Induction meeting for parents in the evening.	

Setting form groups and language to be studied

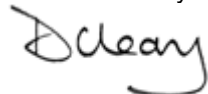
When organising form groups, we aim to create classes where each one has a balance of gender, feeder school distribution, prior attainment, additional student needs etc. This provides the best base to help all students to settle into their new environment, make new friends and learn together.

If there are any particular factors that you think we need to be aware of when creating form groups, please do highlight these with your child's primary school. You can let us know directly at your roadshow.

All Y7 students will study either French or Spanish and this will be determined by the form group that they join. Unfortunately, it is not possible to accommodate parental requests with regard to which language is studied, but if your child is a native French or Spanish speaker, please do let us know.

With our best wishes for your child's future happiness at Notre Dame High School.

Yours sincerely



Mrs D Cleary
Head Teacher