



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 5<sup>th</sup> 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
- 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. We run an afternoon of induction just for those children who are coming to Notre Dame from primary schools who are not sending large numbers of children to us in September. This will take place on **Friday 16th June 2023** and your child is invited to attend. They will have the opportunity to see some of the school and get to know other new Y7s a little better. The programme for the afternoon will begin at 1.15pm and end at 3.30pm.

Students are asked to make their own way to Notre Dame. At the end of the day please meet your child at the reception entrance on Riverdale Road or if your child is going home with an older brother or sister, they should arrange to meet in the dining room at 3.25pm. Alternatively, your child can use the normal school bus service. In this case, please ensure that they have the correct bus fare. Please note that all cars **MUST** be parked on Riverdale Road **NOT** Fulwood Road as this is reserved for school buses. Please indicate on the slip below how you child will be getting home.

Your child will need to bring a pen. We ask students who would normally wear uniform at their primary school to come out of uniform that day. Please email [sgiles@notredame-high.co.uk](mailto:sgiles@notredame-high.co.uk) by **Friday 12th May 2023** stating whether your child will be able to attend.

We then invite **all** Y6 students to the **Full Induction Day** here on **Wednesday 5<sup>th</sup> 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' at Notre Dame on **Tuesday 14<sup>th</sup> March**. **The evening will run from 5.30 – 6.30pm** 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 who is coming to Notre Dame at the evening as well. You will be able to meet myself and the Pastoral team.

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

<b>Parent/Student Roadshow 5.30 – 6.30pm</b>	14 <sup>th</sup> March 2023
<b>Return deadline for forms</b>	5 May 2023
<b>SEND Transition Days</b>	12 & 13 June 2023
<b>Half Day Induction</b>	16 June 2023
<b>Induction Day for students and Parents' evening.</b>	5 July 2023

#### Setting form groups and language to be studied

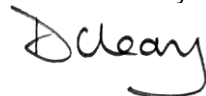
When organising form groups, we aim to create classes where each one has a balance of gender, feeder school distribution, prior attainment, additional student needs etc. This provides the best base to help all students to settle into their new environment, make new friends and learn together.

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 the 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