

Ref: BPE/AMC/ANH/Admissions

Date: June 14, 2023

This letter is available in different languages on request

Dear Students, Parents & Carers

We know many of you will have many mixed emotions about the upcoming transition days at CoPA. We imagine you will be feeling excited, nervous and a bit worried, but we want to assure you that we have a very exciting day planned with lots of lessons and activities which will give students a taste of what it will feel like to be a student at CoPA in year 7.

Transition Days for Students

Transition days for all Year 6 students coming to CoPA in Year 7 will be on **Wednesday 5th July and Thursday 6th July**. Students will need to arrive at the school for **9:15 for a 9:25 start and parents/carers will need to collect these students at 2pm on both days**.

Students are to attend in their primary school uniform and footwear. We recommend they bring a drink with them as the weather, hopefully, will be warm.

Lunch will be provided by the school and all students will need to choose what they would like for each day. It is important that student's pre-book their dinners for these days and outline any allergies they may have.

Please complete the google form with your child by completing the following link.

<https://forms.office.com/e/VD5ZuFif4B>

If your child prefers a packed lunch rather than a hot dinner, this is fine.

Transition Evening for Parents

Transition evening for parents will take place on the evening of Thursday 6th July. The evening will begin at 6pm- 7:30 approx. This will be an evening for you to meet key staff, hear about the school and for you to see the environment your child will be in from September. We urge you to attend this evening as it gives you an opportunity to ask any questions you or your child may have. The evening will start with a brief presentation from Mrs Treacy, our Principal and other key staff.

You will then have the opportunity to branch out into your child's tutor group to meet their tutor and hear about how our pastoral system works within the school.

As part of preparing for a smooth start for your child we need you to complete the admission and information form. This will allow us to ensure we have current contact details and all the essential information regarding your child. Please complete this form by **Monday 26th June**

<https://forms.office.com/e/RKK9gx0na3>

Parent Meetings

A final reminder that today is the first of the parents/carer's meetings at CoPA. This is a chance to meet with a member of staff in June. This would be to allow an opportunity for you and your child to come onto the school site, ask any questions you have and for us to give you any further information.

These meetings will be 10 minutes long and by appointment only on the following dates and times:

- Thursday 15th June 3.30-4.30pm
- Monday 19th June 3.30-4.30pm
- Wednesday 21st June 3.30-4.30pm
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To take advantage of this offer and book in please click on the following link, giving your preferred day and we will contact you with an appointment:

<https://forms.office.com/e/KfgdVhaNmU>

We want families and students to feel comfortable and confident about the transition from Primary to Secondary school and these meetings will be an opportunity for you to meet key staff and familiarise yourself with the school. We urge you to take advantage of these 1 to 1 meetings before the summer break to assist with any worries you or your child may have.

If you have any questions, please contact the school by email. We are always happy to help.

Yours Sincerely



Amberley McKeen
Senior Assistant Principal



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