



16th April 2024

Dear Year 6 Parents/Carers

We are really looking forward to welcoming your child to Swanshurst School in September and building relationships with your family as you join our school community. We know it can be both exciting and daunting to move onto secondary school and we aim to make the transition as smooth as possible. To help with this new phase of child's education we would like to invite you and your child to our new year 7 Parent/Carer Induction Evening on Tuesday 2nd July 2024 and invite your child to attend the year 6 Pupil Induction Day on Wednesday 3rd July 2024. We will write to you nearer the time with further details including timings of the Induction evening and day.

In the meantime, please see below some useful information that will answer many of the questions you may have, as well as a link to a Microsoft form to be completed by 31st May 2024. This helps to ensure we have all the information we need for your child.

Where can I find more information?

We have set up a dedicated section on our school website www.swanshurst.org which contains useful information for both you and your child. This can be found under 'Information' then 'Key Stage 2 & 3 Transition'. Here you will find information such as uniform requirements, timings of the school day, a map of the school site, an activities booklet for your child and much more.

What information do you need from me?

In order to ensure we have full and accurate information for you and your child please complete the information which can be found here - <https://forms.office.com/e/fpjJw3aD1L> Please ensure this is completed by 31st May 2024

Alternatively, please scan this QR code to be taken to the form:



How can I pay for lunches, trips etc.?

We operate a cashless system within our canteen using School's Cash Office (SCOPAY). This is an online payment system for the receipt of money from students. During the summer break you will receive your child's registration details for the online payment system. The system will allow you to pay online, not only for school meals, but also for items such as trips and events, revision guides, workbooks and calculators, without the need to use cash.

Biometrics

We currently use the biometric system for our students, for use in the library and to purchase school meals at the tills and to access their free school meals allowance. The biometric system uses an image of your child's finger and turns it into a digital signature. This is not shared outside of the school and are used for internal purposes only.

Continued overleaf....

What must I do to ensure my child continues to receive free school meals?

You will need to make a new application for free school meals during the summer break to ensure transitional protection of free school meals from September. If your financial circumstances change it is also worth applying to see if you become eligible. Please use the online eligibility checker <https://apply.cloudforedu.org.uk/ofsm/sims>. You must ensure that all fields of the application are completed accurately, and the information is the same as the names and information of the individual claiming benefits.

How will school communicate with me?

If you have not already done so, we would ask that you download the 'Edulink One' app to your phone, tablet, or PC as soon as possible to ensure that you receive communication from us and can update details online, quickly, and effectively. Once we have email addresses for parents/carers on our system we will issue log ins and passwords (usually in August/beginning of September).

What specific transition activities and support will be in place for SEND pupils?

We believe the transition from primary to secondary school should be a positive experience for all pupils, particularly those identified with a SEND. Therefore, we will use a range of strategies to ensure a smooth transfer for your child from year 6 into 7. We will be in touch to invite a small group of students with a SEND to meet the learning support team so that we can get to know them and prepare to meet their needs as quickly as possible.

If you know that your child will need additional support on the main transition, Wednesday 3rd July and/or an additional induction day, please contact the SENCO at year6postbox@swanshurst.org, providing your child's full name, current primary school and support they may need.

The additional induction days this year will take place on the 27th and 28th June, 11th and 12th July 2024 with your child being invited to one of these days. Some pupils may need more than one additional Induction Day, and these will be arranged as needed.

How can I contact the school?

Please direct any queries to year6postbox@swanshurst.org stating your child's full name and current primary school and a member of the year team will deal with your enquiry. If you would like a call back rather than an email response, please include your number and times that you are available to take the call.

Yours sincerely



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