



# Castle Donington College

Principal: Mrs Julie Sheppard

Vice Principal: Mr Nathan Barratt

Assistant Principal: Mr Ben Wilkinson

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JS/SD/Induction 2018/Letter 2

June 2018

Dear Parents and Carers,

## **Induction Days and Evening – Thursday 5<sup>th</sup> and Friday 6<sup>th</sup> July 2018**

I am looking forward to welcoming your child to Castle Donington College. The Induction Days are approaching very quickly and I write to confirm the arrangements.

Induction Days are **Thursday 5<sup>th</sup> and Friday 6<sup>th</sup> July**. Year 6 pupils will attend Castle Donington College, not their primary school, as part of the Year 6 Transition Programme.

During the two days, pupils will spend time in their Tutor Group and experience a range of lessons from our curriculum. It is a great opportunity for children to familiarise themselves with the routines and procedures of the College, to meet key staff and to become orientated with our site. Each pupil will be given a Welcome Booklet which outlines important information about the College. We encourage you to take the opportunity to look through the booklet with your child as it contains some useful advice.

### **Arrival**

Children will need to arrive at the College between 8.30am and 8.40am in the school uniform they currently wear at their primary school. Staff will be present on the College drive to welcome the children. Pupils should enter through the main doors (for Day 1 only) and will be greeted in the foyer and directed to meet their Head of Year and Group Tutor in the Hall.

### **School Transport**

A bus will be provided on both days to transport pupils to and from the College from surrounding areas. A bus pass and timetable is enclosed if applicable to your child. The bus will be marked with a Castle Donington Logo/Name. **Please note that no changes can be made to the transport arrangements for travel on Induction Days.**

### **Departure**

The College day ends at 3.25pm. Induction pupils will be released a few minutes early and supervised off the site or on to buses. Those living locally, in Castle Donington, will need to make their own way home. Those catching a school bus, will be escorted to the relevant vehicle at the end of the day. Parents may collect children but we ask that you drive carefully in the College car park and do not park in such a way that blocks the exit for buses or other vehicles.

### **Lunchtime arrangements**

Pupils are welcome to bring a packed lunch on both Induction Days. We encourage pupils to experience our cafeteria system and will help them access this during the induction period. When pupils start in the Autumn Term they will **not** be able to use cash, as we operate a cashless system. More details about this will be sent soon. For Induction Days only, we are allowing children to pay with cash and recommend they bring £2.50 for a Meal Deal. Prices vary from £1.80 for a snack to £2.50 for a traditional meal. Drink prices start at 50p. Arrangements will be made for pupils who receive Free School Meals.

### **Equipment**

Children will need to bring a small bag containing the following items:

- A pen and pencil in a pencil case,
- A refillable water bottle
- A notebook
- A packed lunch or £2.50 lunch money
- PE kit for Friday 6<sup>th</sup> July\*

The Library will be open on both days when pupils may purchase items of stationary.

We ask that all children wear their normal primary school PE kit on Day 2 (Friday 6<sup>th</sup> July) as they will be participating in a sports festival. They may wear their kit all day on Friday\*.

### **Induction Evening – Thursday 5<sup>th</sup> July 6.00 -7.00pm**

We invite parents and carers to join us after the first Induction Day, at our Induction Evening. This evening provides the opportunity for parents and carers to find out more about the Year 7 and College experience, to purchase uniform and to meet your child's Tutor. Members of the Leadership Team and I will give a short presentation at 6.00pm. Mrs Dakin our Special Educational Needs Co-ordinator will be available able to answer any questions you may have regarding your child's additional needs.

Please note that this **not** an opportunity to view the College. Apart from the designated rooms, the College is closed. We hope that you took the opportunity to view the College during the Open Days and Evenings in October. If you would like to see the College at work, please contact Reception at the College and we will be happy to arrange a tour.

### **College Uniform**

A list of our uniform is on the College website [www.castledonington.leics.sch.uk](http://www.castledonington.leics.sch.uk) and in the Welcome Booklet that your child will bring home. We are working hard to ensure that all pupils wear the correct uniform so our focus remains on learning. This will only happen if parents and carers work with us and abide by our uniform requirements. If you are unsure, please ask a member of staff or contact the College. Representatives from our School Uniform Suppliers will be available at the Induction Evening. They will be selling and taking orders for College uniform, including our PE kit.

### **Photographs**

During the two days of your child's induction, I will be taking photographs to show exclusively in a Power Point Presentation at the start of the Induction Evening. If you do not want your child to appear in any of these photos, please contact me at the College. At the start of the new academic year, you will be given an opportunity to advise us further.

If you have any questions about the arrangements for the Induction Days and Evening, please do not hesitate to contact me. I look forward to seeing you on Thursday 6<sup>th</sup> July at 6.00pm and starting a long and happy relationship with you and your child.

Yours faithfully,



Sally Danes  
Head of Year 7