March 2017

Dear Parents and Carers

Thank you for choosing to send your child to Cotham School. We very much look forward to welcoming them in September 2017 and I hope that they will be very happy and successful here.

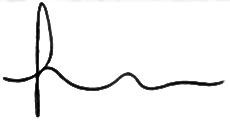
At Cotham School we pride ourselves on our induction process which aims to enable your child to have a happy and successful move from primary to secondary education. This letter marks the beginning of that process and sets out for you some of the important events and their dates. We believe that every child is an individual and we try to personalise the process of transfer by visiting every primary school, meeting the children, talking with their teachers, meeting with you and giving plenty of opportunities for the children to come into Cotham. This provides an opportunity to meet the Head of Year, we call them Learning Co-ordinators, the Form Tutor and a range of subject staff.

The timetable and key induction events are set out overleaf and we look forward to meeting with you during this process. However, if you have any questions or concerns at any point in the whole process, please do not hesitate to contact us. The key names and contact details of the people you might wish to talk to are overleaf.

As you may be aware Cotham School is a co-operative academy and we hope that you will sign up and become a member. This gives you the right to vote for parent representatives on our co-operative forum and, most importantly we feel, gives you a voice in the school.

I look forward to meeting you in due course.

Yours sincerely



Ms J Butler

Headteacher

KEY DATES AND CONTACT DETAILS

In May you will receive an information pack containing details about the induction morning to which your child is invited, Cotham school uniform and the Parents’ Evening. This mailing will also include a number of forms for you to complete and return to Cotham.

During May and June, a number of staff will be visiting students in their primary schools. Some students who may require additional support with transition will also receive visits from Cotham’s Inclusion Team.

**Year 6 Induction Visits: 15, 16, 19 and 20 June**

Your child will be invited to attend Cotham School from 8.45 a.m. until 1.45 p.m. on one of the above mornings. A quarter of the students attend on each morning and we select the date for each student in consultation with the primary school. You will be notified of the date for your child when you receive the information pack. The students will have the opportunity to meet their Tutor, Learning Co-ordinator and Assistant and Deputy Headteachers during the morning. They will also have some taster lessons and a sport or drama activity. Cotham is proud of its performing arts specialist status so Year 6 will also watch a short music or drama performance. They will take part in an enrichment activity in our additional specialism of mathematics and computing. They will visit the school canteen during the morning and will be able to buy lunch in the canteen, although they are welcome to bring a packed lunch if they prefer. Further information will be in the next mailing.

**New Year 7 Parents’ Evening: Tuesday 11 July**

This takes place at 7.00 p.m. for parents whose names begin with the letters A-J and at 7.45 p.m. for parents whose names begin with the letters K-Z. The evening begins with talks from the Headteacher and key members of staff. This is followed by the opportunity to meet your child’s tutor on an informal basis. There will be displays and information on a range of topics which may be of interest to you. You will also be given a second information pack.

Tuesday 5 September is the first day of term for Year 7. Only Year 7 will be in school for the first two lessons of the day so there is an opportunity for students to begin to find their way around the building and get to know their tutor group and tutor without the rest of the school present.

**KEY STAFF**

The Tutor is normally the first point of contact. Your child will be allocated a tutor and tutor group when he/she attends the induction morning.

Learning Co-ordinator is the next point of contact. Miss Elisabeth Aiken will be the Learning Co-Ordinator for Year 7 in 2017.

Deputy Headteacher (Ms Domini Leong) and Senior Deputy Headteacher (Mrs Svetlana Bajic-Raymond) will also be pleased to answer any of your queries and concerns.

All of the above can be contacted via reception.

The above information is on our website at www.cotham.bristol.sch.uk under Admission Information 2017.