



Cotham School, Cotham Lawn Road,
Bristol, BS6 6DT
Headteacher: Ms Jo Butler
t: 0117 919 8000
e: info@cotham.bristol.sch.uk
www.cotham.bristol.sch.uk

March 2018

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 2018 and we 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 some important events and 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. Coming into Cotham provides an opportunity to meet the Head of Year (we call them Learning Coordinators) 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, please do not hesitate to contact us. The key names and contact details of the staff you might wish to talk to are overleaf.

I look forward to meeting you in due course.

Yours sincerely

Ms J Butler
Headteacher



KEY DATES AND CONTACT DETAILS

In April we be sending information via email with a number of forms for you to complete and return to Cotham.

We will also provide details about key staff, the induction mornings to which your child is invited, Cotham school uniform and the Parents' Evening.

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: 13 and 29 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. 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 experience a range of taster lessons and a sport or drama activity. 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: Wednesday 4 July

This takes place at 7.00 p.m. for parents whose child's surname begins with the letters A-J and at 7.45 p.m. for parents whose child's surname begins 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. You will also be able to order and purchase uniform and see displays and information on a range of topics which may be of interest to you.

Knowing Me Knowing You (KMKY) Tuesday 10 and Thursday 12 July

Your child will be invited to attend Cotham School on one of the above mornings. This provides a half day with a focus on students working together in their new tutor groups, getting to know one another and their Tutor through a series of activities and team building tasks. We will also introduce the House system for students on this day and the morning finishes with an competitive and fun House activity.

Start of Term September 2018

Tuesday 4 September is the first day of term for Year 7. Only Year 7 will be in school for the first 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. On Wednesday 5 September, only Year 7 will be in school for the first two periods of the day.

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.

The Learning Coordinator is the next point of contact. Mrs Andrea Wilkie will be the Learning Coordinator for Year 7 in 2018.

The 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 2018.