

Our ref: HJP/VSH

5th March 2020

Dear ***Parent/Guardian***

Welcome to Bedford High School

I am very pleased that your child has been offered a place at Bedford High School for September 2020. I look forward to working in partnership with you over the coming years to ensure your child is supported and encouraged to develop into a responsible individual whilst at Bedford High School. Our school values are 'To Care, To Learn, To Achieve' and I expect every student to work with determination and resilience, at all times, in order to achieve their full potential. Bedford students have self respect, show respect and work hard. I have every confidence that your child will make every effort to meet these expectations and take advantage of every opportunity available during his/her time at Bedford High School. **Please note, due to the fact that we are over-subscribed, please ensure that you complete and return the enclosed forms by Friday 3rd April to confirm that you want to keep your child's reserved place as there is a waiting list for anxious parents and guardians. The second part of the Reply Slip should be completed and returned if the place is no longer required. Thank you, in advance, for your thoughtfulness and kindness in this consideration.**

Moving from primary to high school is very exciting, but it can also be an anxious time for children and their parents. For this reason, the following activities have been organised to support families and enable a smooth transition process.

New Year 7 Induction Day – Friday 26th June 8.25am – 2.50pm

Your child is invited to spend an induction day with us on **Friday 26th June**. (S)he should arrive at school for 8.25am wearing his/her primary school uniform. Our Bedford Buddies, Transition Coordinators and Pastoral Team will be at the front of school to welcome your child.

Pupils will experience a typical high school day and will participate in a range of taster lessons. All pupils will need to bring a bag containing a pencil case and a pair of trainers. Photos and filming will take place so that we can share images with you when you come to the **New Parents and Guardians Information Evening – Monday 29th June at 6pm**.

Arrangements have been made for the children to have a free lunch in our Bistro. Alternatively, your child may wish to bring in a packed lunch.

At the end of the school day; 2.50pm, your son or daughter will be expected to make his/her own way home. Siblings in other year groups can collect Year 6 pupils from L09 at 2.50pm. If you are collecting your child please come to reception so that (s)he can meet you.

New Parents and Guardians Information Evening - Monday 29th June at 6pm

All parents and guardians of our new Year 7 students, starting this September, are invited to attend this information evening. Registration will take place from 5.30pm, in the Sports Hall, next to our astro turf. You will then be escorted to the formal meeting with me starting at 6pm. This meeting will last approximately an hour. The purpose of the evening is to give you important information about starting school in September and about life at Bedford High School. The evening will also be an opportunity for you to ask questions, meet the Transition Team and the Pastoral Team for Year 7. School and PE uniforms will be modelled by our students with Head Student Leader sharing their experiences with you. This information evening is for **parents and guardians only**, therefore children need not attend.

Admission Form

In order to confirm your child's place at Bedford High School, please complete the enclosed Admission Form and return it by **Friday 3rd April**. To ensure accuracy of our records, I should be grateful if you would indicate on this form who the child resides with, who has parental responsibility and the order in which these persons should be contacted in the event of an emergency. ***In the interests of safety, it is important that we have at least two emergency contacts for your child.***

Parent Consent Form and Letter

To support the smooth transition for your child, please complete and return the enclosed Bedford High School Parent Consent Form as soon as possible. This will help to ensure that our school records are accurate and we are ready for the first day of term in September. The letter, which accompanies the form, should be kept at home, for your information.

Communication

At Bedford High School we try very hard to keep parents regularly informed about what's happening at school and, in the interests of efficiency (time and financial), we prioritise the use of electronic communication. To help us in making efficiency savings and ensure communications reach parents quickly and directly, we use a service called Schoolcomms to communicate with parents by email and text message. If you change your email address or phone number, please inform us so that we can update your child's records. This is also for safeguarding purposes.

In September you will receive a unique password to enable you to log into our FROG portal for information about your child's homework, attendance, achievement, behaviour and academic screening report. You will also receive a password for your child's Wise Pay account so you can pay money for dinners, trips and other items, direct from your bank account. Further details will be issued on the **New Parents and Guardians Information Evening - Monday 29th June at 6pm**.

I hope you take the chance to stay updated with our successes on the school website www.bedfordhighschool.co.uk Facebook @Bedford High School Live Twitter @BedfordHighSch and YouTube youtube.com/bedfordhighschoollive so that you can look forward to your child joining in the wide range of opportunities we have on offer.

Free School Meals

Enclosed, you will find an Application Form for Free School Meal Eligibility and Pupil Premium form. As you may be aware, the Government provides funds to support qualifying students with free school meals – however, you may not be aware that the school also receives additional funds to further support these

students in school. I request that **ALL** parents complete and return the Application Form so that we can complete the relevant checks to assess eligibility.

In addition to sending back the completed **Bedford High School Consent Form** and the **Application Form for Free School Meal Eligibility and Pupil Premium form**, I should be grateful if you could also complete and return the attached reply slip regarding attendance at **New Year 7 Induction Day – Friday 26th June 8.25am – 2.50pm** and **New Parents and Guardians Information Evening - Monday 29th June at 6pm.**

School Uniform

During the **New Parents and Guardians Information Evening** on **Monday 29th June at 6pm** I will discuss our school uniform requirements. Should you wish to start purchasing items of uniform prior to this date, you will find a school uniform page by typing **uniform** into the search bar of our website, which will provide you with full information.

I look forward to meeting your child on **Friday 26th June** and hope that you will be able to attend the **New Parents and Guardians Information Evening on Monday 29th June at 6pm.** I should be grateful if you could complete and return the enclosed reply slip to the school reception as soon as possible. If you have any queries in the meantime, please do not hesitate to contact school.

Finally, I am delighted that you have chosen Bedford High School for the next phase of your child's education and I welcome you to our Bedford family.

Yours sincerely



Mrs H J Phillips
Headteacher

REPLY SLIP

New Year 7 Parent Welcome Letter 2020

Please return this and all forms listed below to
Reception, by **Friday 3rd April 2020.**

**If we do not receive your form by this date, we will assume you do not wish to
take up the offer of a place at Bedford High School.**

Name of child:

Primary school:

My child is able to attend the induction day on **Friday 26th June**

Yes No

My child is currently entitled to free school meals

Yes No

I/We* shall be able to attend the New Parents & Guardians Information
Evening on **Monday 29th June at 6pm**

Yes No

I enclose the completed Admission Form

Yes

I enclose the Bedford High School Parent Consent Form

Yes

I enclose the completed Application for Free
School Meal Eligibility and Pupil Premium form
I would prefer my child to study

Yes
 French

OR

I would prefer my child to study

Spanish

Please note, there is no guarantee that your child will be able to study your preferred language

Signed:

Print Name:

Your Email Address:

Relationship to child:

**If you no longer wish to accept your offer of a place at Bedford High School,
please complete the following and return to the school by
Friday 3rd April 2020.**

**You must also contact Wigan Council on 01942 489013, email them at
schoolplaces@wigan.gov.uk or contact them by post at School Organisation
Team, Wigan Council, PO Box 100, WN1 3DS to inform them so that your place
can be made available for others who are on the Bedford High School waiting
list.**

I confirm that we no longer require the place at Bedford High School for our child.

Name of child:

Primary school attended:

Parent / Guardian Name: _____ Signature: _____