



St Cuthbert Mayne School

Joint Catholic and Church of England 11-18 Comprehensive School Dioceses of Plymouth and Exeter

Headteacher
Mr Peter S Brown

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Tuesday, 08 May 2018

Dear Parent/Carer,

Induction for primary school students

The time is fast approaching when students will be leaving primary school and transferring to St Cuthbert Mayne. The transition from primary to secondary school will be an important time in the journey through school and we hope that the following arrangements will help the students to settle into our school easily and quickly.

Primary school liaison

As part of our transition programme Mr Down (Assistant Headteacher) and Mr Horrocks (Year Coordinator for Year 7) will visit all children in their primary schools, this will take place after half term. The purpose of this visit is to meet the children individually and discuss the transition period with their class teacher. We will also be asking the children to complete some tasks in preparation for the Transition Day, which takes place on Thursday 5th July. This will help us to get to know the students and establish how best to support them with their learning.

Transition day: Thursday 5th July 9.00am – 3.00pm

All children joining St Cuthbert Mayne in September are invited to the 2018 Transition Day, which takes place on Thursday 5th July. This is an important day in the transition process as the children will have the opportunity to meet their new Tutor and Tutor Group, make new friends and experience a whole school day here at St Cuthbert Mayne. On this day, school will start at 9.00am and finish at 3.00pm, and all children should:

- Wear their primary school uniform
- Bring a pencil case with writing equipment and suitable footwear for PE activities
- Bring a packed lunch or money (at least £3) for a snack at break and a school dinner at lunchtime. Children who receive free school meals will be entitled to a free school meal on this day.



International Cross
of Nails Schools

Christ is our Cornerstone

On arrival the children should gather in the Sports Hall where they will be met by Mr Horrocks, together with other relevant staff. At the end of the day the children will be dismissed from the Trumlands Road entrance at 3.00pm.

Photographs could be taken of the students as they carry out activities throughout the day, which will be uploaded and shared on our Facebook and Twitter accounts, so please look out for these. Students will not be named on any photos that are either shared on social media or used for promotional purposes. However, please ensure that you inform the school if you do not wish for your child to be included in any photographs. Mr Horrocks' email address is colin.horrocks@stcm.torbay.sch.uk and he can also be reached on 01803 328725.

Transition evening: Thursday 5th July 6.00pm – 8.00pm

On Thursday 5th July there is an important evening meeting for all parents and carers. The event begins in the Sports Hall at 6pm with a welcome speech from Mr Brown, Headteacher. During the evening you will have the opportunity to meet your child's Form Tutor and pick up some important information about school policies and practices, all of which will be helpful in ensuring that they make the best possible start at St Cuthbert Mayne.

Exhibitors available on the evening:

1. School Uniform Provider (Pro-Direct)
2. Head of Music (Peripatetic Music Lessons)
3. SENCO (Special Educational Needs)
4. Catering Manager (Information on school meals)
5. Finance Department (St Cuthbert Mayne Development Fund/ParentPay)
6. Pastoral Team (including information on Torbay Young Carers)

Special Educational Needs (SEN)

As indicated above, Mrs Brown, our School SENCO will be available on the evening to meet with parents and carers. There are usually a large number of parents and carers wishing to see the SENCO, so a brief note will be made with regards to an individual's needs and Mrs Brown will arrange a follow up telephone conversation or meeting if required. In consultation with primary schools she will also be organising additional visits to St Cuthbert Mayne for children who would benefit from an extra visit.

Term Start Date

The first day of school will be Tuesday 4th September and will only be for Years 7 and 12. The first day for Years 8, 9, 10, 11 and 13 will be Wednesday 5th September. Please refer to the school website for further information by visiting www.st-cuthbertmayne.co.uk and clicking on 'Year 6/7 Transition'.

We are very much looking forward to welcoming your child into our Learning Community.

Yours sincerely,



Mr Peter S Brown
Headteacher