



17th May 2021

Dear Parent, Guardian or Carer,

Re: Welcome to Hewens College - Year 7 Induction Day Tuesday 6th July 2021

Following on from my last letter welcoming you to Hewens College, it gives me great pleasure to invite your child to our 'Year 7 Induction Day' on Tuesday 6th July. The purpose of the induction day is to help all our new students familiarise themselves with the College site and meet the staff, as well as meet new friends from the other primary schools who will be joining them in September.

The programme of activities for the day will begin promptly at 9:15am, therefore it is important that your child arrives at the College for 9:00am. Staff will be present in the main reception area to meet and greet all students. Please ensure that your child attends wearing their primary school uniform. It would also be helpful if they can bring a pair of trainers for some of the activities. Arrangements have been made to provide a free lunch for all students attending; however, if your child has any special dietary requirements you may prefer to provide a packed lunch instead.

Usually, there would be an information evening and meeting for parents, guardians and carers in the evening of Induction Day. At this moment in time, we are still being cautious with regards to lockdown measures and making sure our College is safe. With this in mind, we will be hosting this information evening virtually instead via our website. This will provide details of the arrangements for students joining the College in September 2021. If you had any questions prior to this event, please do not hesitate to contact the College by email hewenscollege@thrat.org or via main reception. If your query is with regards to SEND or your child's EHCP, please contact the SENCO, Mrs Webb Hardy, by email NWebb-Hardy@thrat.org. If we are subsequently able to offer a face to face event on this day, I will write to you again with arrangements.

Please find enclosed:

- **Student Registration Form**; all information provided will be treated in the strictest confidence and subject to the provisions of the Data Protection Act;
- A **Free School Meals Form** (only complete if you are claiming free school meals for your child);
- **IPay Letter** with your personal reference number and instructions on how to create your account for our cashless system for uniform purchases and meal payments.

These documents must be completed and returned to the College reception clearly marked to the Principal, Mr Waldron – new Year 7 application. At the very latest, please drop these documents off when your child attends Induction Day on 6th July.

Uniform will be available to purchase on our IPay Online Cashless System, (see enclosed IPay letter for how to setup your account) dates and further information to be confirmed in due course on collection of uniform.

In order to confirm your child's attendance at Induction Day, please can you complete the reply slip below and return to the College at your earliest convenience for the attention of Mr Waldron.

I look forward to meeting your child on 6th July, and hope that you find the evening's information session useful.

Yours sincerely,

Mr S Waldron
Principal



.....✂.....

REPLY SLIP

Please complete and return to Hewens College for the attention of Mr Waldron

Student:

I/we are in receipt of the letter dated 17 May 2021 regarding the Induction Day on Tuesday 6th July 2021.

Please tick ☒ as appropriate:

- ☐ I confirm that **will** attend the Induction Day
- ☐ I confirm that **will not** be attending the Induction Day

Please state reason if not attending:

In the event of an emergency, I authorise the staff involved to act on my behalf (in loco parentis) and give my consent for any action deemed necessary, by medical professional or others, to be taken.

Emergency Contact Number:

Please list details of physical/medical conditions, or any allergies below. These may include epilepsy, skin complaints, chest complaints, colour blindness, hearing impairment etc.

.....
.....
.....

I give permission for photo images taken of my child involved in the above activity, which are of general public interest or provide information, to be used by the College. The images may be used in promotional material such as brochures, leaflets and display boards as well as on the college website.

Name of Parent, Guardian or Carer:

Signature:

Date: