

March 2021

Dear Parents/Carers

We are delighted that you have chosen Hagley Catholic High School as the secondary school for your child and we very much look forward to welcoming you to our school community. We have been working closely throughout this year with our primary schools and look forward to working with you over the coming months and years ahead.

We understand that the transition from primary school to secondary school is a big step and to ensure your child feels safe, happy and excited at the prospect of joining Hagley in September, please find below some provisional key dates coming up this year to support you and your child in this important stage in their life. However, in the current climate, please note that there is no certainty that these events will go ahead:

- An induction evening for parents/carers and students will take place on Monday 5th July 2021 in school, COVID 19 restrictions permitting, if not it will be relayed virtually.
- Induction Day for our new cohort will take place on Wednesday 7th July 2021.
- There will be additional transition afternoons for students who are not currently in one of our feeder schools or who would benefit from additional transitional arrangements before the main intake day. Parents and carers will be contacted directly regarding these.
- Staff from Hagley will continue to visit and liaise with Year 6 teachers during the summer term.

Enclosed with this letter is a comprehensive information pack containing key information and a number of forms for your attention. All relevant policies and additional copies of these forms are available on the school website under the tab, Our Community – Year 6 Transition, for your convenience, as is a copy of this letter.

Please return all forms (except the uniform order form) to Hagley Catholic High School via post, marking for the attention of Admissions, by Friday 23 April 2021.

Enclosed are the following forms for completion:

1. Data Collection Sheet

Please complete this form in full, particularly email addresses as this is the preferred form of communication.

2. Medical Form

We have a designated first aid officer in school who oversees students' medical needs. Please complete this form, including details of medical conditions and any medication that will be required to be held on site.

Registered Office
Hagley Catholic High School
Brake Lane, Hagley
Worcs, DY8 2XL

Tel: 01384 210 542
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Our journey with Christ



3. Student Personal Data Consent Form

Please read and discuss the privacy policy with your child before completing this form.

4. Cashless Catering System (Biometric information)

The school uses a cashless catering system to deliver a more efficient and effective catering service for our students, parents, carers and staff. Please read the letter thoroughly and return the form if you consent to the school taking and using information from your child's fingerprint as part of an automated biometric recognition system.

5. Uniform

Many items of our school uniform can be purchased through high street stores; we do not recommend a particular supplier but please refer to our uniform policy on the website before purchasing any uniform as shops display uniform as school wear or back to school wear, however, this does not necessarily mean that it meets the school's standards.

For convenience, the uniform range is available to purchase from Hagley Sports using the enclosed order form. Please note that all Uniform Order Forms must be returned directly to *Hagley Sports, Embassy House, Embassy Trading Estate, The Hayes, Lye, Stourbridge, West Midlands, DY9 8RY*. Any uniform supply enquiries must be directed to Hagley Sports as the school is unable to answer them.

Hagley Sports offer to embroider the students' names or initials onto uniform items that are most frequently left in the changing rooms for which we are unable to trace the owner. Embroidered names will be processed by Hagley Sports after sizes have been checked and confirmed. Please note that it is not a requirement of the school for items of PE Kit to be embroidered.

6. Home School Agreement Reply Slip

Please read and refer to the key policies on the school website which can be accessed under the tab, Our Community – Year 6 Transition, before signing this form. This form should also be signed by your child.

Other Key Information

Looked After Children

The school can claim up to £2,300 via the School Census for Previously Looked After Children who fit into one of the following categories:

- Adopted after care.
- Subject to a Special Guardianship Order.
- Subject to a Residential Order.
- Subject to a care Order.

If your child is a 'previously looked after child' and you wish our school, and your child, to benefit from the additional funding, then please contact Mrs Imrie (SEDNCO and LAC Coordinator) with the student name(s) and evidence of the relevant order. All information will be in the strictest confidence.

Transport

Information regarding transport to school is on our school website under the tab, Our Community – Year 6 Transition. Please note that transport documents are for this current school year (2020-2021) and is subject to change as the transport contract for the school buses is currently out for tender. Please direct any queries regarding transport to Miss Davies (Senior Office Administrator) by email sdavies@hagleyrc.worcs.sch.uk.

Free School Meals

Entitlement to Free School Meals does not automatically transfer between local authorities. Please refer to the information sheet on the website (Our School – Key Information & Policies – Free School Meals) to check eligibility and to apply for Free School Meals, or you can apply online at this link:

http://www.worcestershire.gov.uk/info/20062/schools/684/applying_for_free_school_meals

The organisation in Worcestershire who co-ordinate Free School Meals is Babcock Prime, and the Free Schools Meal Team can be contacted on 01905 678154 should you have any queries.

You might not have previously claimed for Free School Meals, but the current climate might mean you are now available to claim this support for your child, and in doing so increase the income for the school to support the children's education too. Please do make the claim for Free School meals even if you know your child does not want to claim their free meal.

ClassCharts and ParentPay

The school uses an online platform called ClassCharts to set homework, issue reward and behaviour points, and to provide online information about student attendance, their timetable, and to send announcements to parents/carers. In September, you will be issued with log-on details and information about how to access and use this app.

The school also uses ParentPay so that parents can make payments for school trips and meals online. Again, log-on details for this will be provided in September.

Music Lessons

Hagley runs a comprehensive music programme and tuition is a central part of this. Should you require any information regarding music lessons please contact Mrs Aston on 01562 883193 or email saston@hagleyrc.worcs.sch.uk.

Final Words

Finally, please ensure all the accompanying forms (except for uniform order forms) are returned to school by Friday 23rd April 2021 marked for the attention of Admissions. If you need any assistance with completing any of the documentation or have any further questions, please contact admissions@hagleyrc.worcs.sch.uk.

We are aware that the pressures of lockdown are likely to be adding to the anxiety that you and your children may be feeling about moving up to secondary school. Please be assured that we will keep you informed of any key changes as and when they happen. In the current climate, we will communicate with parents via email in the first instance. Please could you kindly respond by email to admissions@hagleyrc.worcs.sch.uk confirming your email address and the full name of your child. This will ensure that we have the most up to date contact details on our systems. If there have been any changes to your child's place, please do contact us at the above email address to let us know.

In the meantime, full information about the school's policies and copies of correspondence can be found on the school website. Please also keep an eye on the school's social media pages on Facebook (<https://www.facebook.com/hagleyrc/>) and Twitter @_HCHS (https://twitter.com/_HCHS) to keep up to date with all the relevant information, news and events related to the school.

Please know that you are very much in our prayers and thoughts at this time, and we look forward to welcoming you to Hagley Catholic High School very soon.

With every best wish and blessing.

Yours sincerely

Handwritten signature of R. Miastowski in black ink, featuring a stylized flourish that loops back to underline the name.

Mr R Miastowski
Assistant Principal

Handwritten signature of Mr J Hodgson in black ink, written in a cursive style with a large initial 'H'.

Mr J Hodgson
Principal