May 2021

Dear Parents

I am writing now to reassure you that, despite the continuing challenging circumstances, we remain committed to supporting you and your child in preparation for your joining Gillotts in September. In light of the continued restrictions to the way schools are operating, we will need to work in different ways from normal at this time.  Nevertheless, we are looking forward to welcoming you as a family into the Gillotts community.

Regrettably, we have taken the decision not to run our extensive Pioneer induction programme this year.  This is because we do not know when and how restrictions on school operations will be eased. Currently, the school is separated into year group zones/bubbles and visitors are restricted – both of which make running the Pioneer programme impossible.

However this does not mean that there will not be an induction programme.  Our team will support you and your children through a ‘virtual’ induction programme, supplemented by our staff going out to visit students in their primary school, and some live online sessions - more details on this will follow.

If restrictions are eased, we would prioritise an opportunity for our new Year 7 students and parents to visit the site in person. This would be likely to be in June or July, with what is offered depending on the government guidance for schools at that time.

There are however things we can do now to start to get ready for September and we have enclosed some important documents for your attention:

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| Student Information Form | Please complete this and return to the school, marked for the attention of Leanne Herbert, Admissions Assistant.  If you would prefer to complete the form electronically (and this would help us in the current circumstances), you can download it from our website: www.gillotts.org.uk. You will find it in the New Parents section in the Parents menu.  Please email back to [newstudents@gillotts.org.uk](mailto:newstudents@gillotts.org.uk).  We would be most grateful to have the completed forms back by **Friday 21 May.** |
| Uniform list and order form | Please email [no-sweat1000@hotmail.com](mailto:no-sweat1000@hotmail.com) or post your uniform order to school as soon as possible. At the moment, we do not know how or when exactly we will get the orders to you.  We are likely to put in place a collection process that is consistent with guidance on social distancing.  You will of course be able to exchange at no cost any items that are not the right size.  The reason we need your orders now is so we can ensure we have enough stock. |
| School transport information | Enclosed  *Please note that this information is correct at this time but may change before September. We currently have an amended school day due to COVID-19 restrictions.* |

We will be working closely with your child’s primary school to make sure we have the information we need to support your child when s/he joins us.  If your child has **special educational needs**, and you have any diagnosis reports, it would be very helpful for our SENCo, Claire Collyer, to have copies.  The reports would be likely to relate to needs such as dyslexia, autism, ADHD, hearing impairment, etc.  It would also be useful for her to know if your child is on the SEN register at their current school.  Please email Claire Collyer, SENCo, [ccollyer@gillotts.org.uk](mailto:ccollyer@gillotts.org.uk), if you wish to share relevant information.

We use an online payments system - ScoPay - to enable families to pay for school trips, food from the school canteen, resources purchased through the school and other school services. We are no longer able to accept cash or cheques. Please look out for the unique code which we will post to you during May/June so you can set up your own account. Full details and user guides for parents are available on the school’s [website](https://gillotts.org.uk/parents/parents-information/). Details on how to sign up will be provided in the letter containing your unique code.

If you have any questions about any aspect of your child joining Gillotts, please contact our Admissions Assistant, Leanne Herbert, preferably by email [newstudents@gillotts.org.uk](mailto:newstudents@gillotts.org.uk).  You can also phone the school (01491 574315).

We look forward to welcoming you and your child and to working with you in partnership over the next five years. In the meantime, we hope you all stay safe and well.

Yours faithfully

Ms Catharine Darnton

Headteacher