

# ST HUGH'S SCHOOL



Bushfield Road, Scunthorpe, North Lincolnshire, DN16 1NB  
Tel: (01724) 842960, Fax: (01724) 747249  
e-mail: [admin.sthughs@northlincs.gov.uk](mailto:admin.sthughs@northlincs.gov.uk)



Head Teacher: Tracy Millard

5<sup>th</sup> May 2020

## Re: Transition arrangements for Year 7 students 2020

Dear Parents/Carers,

I hope you are all well. Given the ongoing Covid-19 outbreak and the measures that we are currently having to follow I would like to now share with you some revised arrangements for transition of your child as an incoming year 7 student to St. Hugh's School. As such, please find attached in this email:

1. An electronic copy of the 2020 St. Hugh's Transition Booklet with information about St. Hugh's to share with your child. A copy of this has also been published on our website <https://www.st-hughs.n-lincs.sch.uk/> as well as a short video to help support you and your child with what to expect at St. Hugh's. To view either the video or the booklet please click on the following link: <https://www.st-hughs.n-lincs.sch.uk/page/?title=Transitions+%26amp%3B+Destinations&pid=23>
2. An electronic copy of the Saint Hugh's school Information Pack (SHIP) for you to complete and email back. We use these to collect important information about your child in relation to their transition to St. Hugh's. You will then receive an invite to a SHIP meeting to discuss this information in greater detail. This will take place during the first 2 weeks of June and they will either be held face to face in school or by video conference / telephone in the event that current social distancing measures remain in place.

### What you need to do next:

1. Electronically sign / type your name at the bottom of this letter and email this letter back to [admin.sthughs@northlincs.gov.uk](mailto:admin.sthughs@northlincs.gov.uk) to confirm that you have received this letter, a copy of the 2020 Transition Booklet and SHIP pack and that you are happy with the this transition process.
2. Please also use the bottom of this letter to raise any specific questions you may have regarding your child's transition to St. Hugh's school. Currently we are exploring alternatives to the coffee morning which has had to be cancelled and we will look at the range and nature of these questions to help us determine how best to further support you and your child during the transition process.



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- 3. Complete your child's SHIP pack and email it to [admin.sthughs@northlincs.gov.uk](mailto:admin.sthughs@northlincs.gov.uk). This SHIP document has been formatted to allow your answers to be word processed. Should you require a hardcopy of the SHIP pack to be posted to your home address instead then please contact the school to arrange this.

I look forward to meeting with you and your child over the coming weeks and welcoming you to St. Hugh's school.

Yours faithfully

Chris Palmer  
Key Stage 3 Assistant Headteacher

Transition arrangements for Year 7 students 2020 letter

Please complete sign / type your name to confirm that you have received this letter, a copy of the 2020 Transition Booklet and SHIP pack and that you are happy with the this transition process.

Child's name:

Name / signature:

Please use this space to share any questions that you wish to ask regarding your child's transition to St. Hugh's school:



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