

ST HUGH'S SCHOOL



Learn • Believe • Achieve • Together

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



Head Teacher: Tracy Millard

May 2021

Re: Transition arrangements for Year 7 students 2021

Dear Parents/Carers,

I hope you are all well. I would like to take this opportunity to welcome you to St. Hugh's School and share some information relating to your child's transition. Details regarding opportunities for your child to visit St. Hugh's and participate in transition activities will be communicated via your child's school in the coming weeks. In the meantime please find attached the following:

1. A copy of the St Hugh's School Information Pack (SHIP) to keep for your information.
2. An electronic copy of the 2021 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>
3. A copy of our Internet Acceptable Usage consent form for you and your child to complete and return
4. A copy of our parent/carer privacy notice for your information which explains the personal information we gather, store and use and how we do this in line with GDPR requirements.
5. A website link for you to click on which will take you to an online form to complete and share important information about your child in relation to their transition to St. Hugh's with us.

<https://forms.office.com/Pages/ResponsePage.aspx?id=P-r97dfn2UiCkqIOah6eSyZn2GMn8M5Lt9pPhP9p8zpUMkVOQUVQV0NWMkk2TExUSUxETEQyTjVMRC4u>

6. A website link for you to click on which will take you to a online form to complete so that we can gather your consent and preferences for key school processes in relation to your child.

<https://forms.office.com/Pages/ResponsePage.aspx?id=P-r97dfn2UiCkqIOah6eSyZn2GMn8M5Lt9pPhP9p8zpUN1BDRFRTWjUyVzBLMUVZRFIOUkFXNEI4NC4u>



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What you need to do next:

- Electronically sign / type your name at the bottom of this letter and email this letter back to admin.sthughs@northlincs.gov.uk to confirm that you have received this letter, a copy of the 2021 Transition Booklet, SHIP pack, Privacy Notice and Internet Acceptable Usage consent form and that you are happy with the this transition process.
- 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.
- Electronically sign / type your and your child's names at the bottom of the Internet Acceptable Usage consent form and email it back to admin.sthughs@northlincs.gov.uk.
- Complete the 2 online forms by clicking on the 2 website links in point 5 and point 6. Should you require a hardcopy of these forms to be posted to your home address instead then please contact the school to arrange this.
- Make a note of the date and time of your SHIP meeting to discuss your child's transition arrangements in detail – this will be done by telephone.

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



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Transition arrangements for Year 7 students 2021 letter

Please complete sign / type your name to confirm that you have received this letter, a copy of the 2021 Transition Booklet, SHIP pack, Privacy notice, Internet Acceptable Usage consent form 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:

