

March 2020

Dear Parent/Carer

Welcome to Trafalgar School! I am delighted to have been notified by Portsmouth City Council of your child's placement at Trafalgar School for September 2020.

I am writing to inform you about several important events relating to your child's transition to secondary school. Firstly, you are warmly invited to attend our New Intake Parents' Evening on Thursday 23<sup>rd</sup> April 2020. This will be an excellent opportunity to meet the Senior Leadership Team, the Pastoral Team and receive important information about Trafalgar School. Your child is welcome to join you at this event, but it is not a necessity.

Secondly, we are holding two induction days for your child as we are eager for them to experience life at Trafalgar School. It will give them a chance to attend lessons and meet a large number of our staff.

#### **New Intake Parents' Evening, Thursday 23<sup>rd</sup> April 2020**

The programme for the evening is as follows:

6.00pm – 6.30pm	Meeting in the hall with the Headteacher, Mrs C Copeland
6.30pm – 7.30pm	Opportunity to meet the Senior Leadership Team, SENCO and students, as well as receive valuable information about the school including uniform and catering arrangements. Please note: additional 1:1 meetings with a member of senior staff will be arranged for you and your child throughout the month of June.

Also included with this letter are a number of forms that require your attention. I should be grateful if you would complete these and return them to school on this New Intake Parents' Evening.

#### **Induction days, Monday 6<sup>th</sup> and Tuesday 7<sup>th</sup> July 2020**

Your child will need to arrive at Trafalgar School both mornings by 8.45am and will be dismissed at 2.30pm. They will be expected to attend in their normal school uniform, equipped with the following: pen, pencil, ruler and rubber in a pencil case. Any student entitled to a free school meal will be provided with a packed lunch at lunch time. All other students will be required to bring their own lunch. We operate a cashless system, so no food can be purchased during induction days, but water will be available.

We look forward to seeing you and your child soon.

Yours sincerely

**Mrs C Copeland**  
Headteacher