



Windsor Park CE Middle School

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26th June 2018

Dear Parent/Carer,

As you are probably aware your son/daughter has their transition days to Thomas Alleyne's High School on Wednesday, 4th and Thursday, 5th July. All students will need to make their own way to Thomas Alleyne's in their school uniform for 08.40 and they need to walk through the main entrance where staff will meet them. Students are welcome to arrive early and go to the school canteen from 8:00am on both days. We hope this will support parents with their own travel arrangements. If you do bring your child to school by car we suggest you park in 'The Maltings' public car park and walk them across if needed. Please do not use the front entrance to the school as this is a pedestrian area.

At the end of the school day (3.05pm) students will need to make their own way home and we ask that parents ensure that the arrangements are in place for this. For those students catching a bus from Windsor Park they are invited to wait in the school canteen until 3.20pm when they can then walk to the middle school to catch their school bus. We would respectfully ask them not to make their way into the school. If your child has access to the high school bus they are allowed to take this as long as their bus pass is permitted on this bus.

During the two days at Thomas Alleyne's High School your child will meet their new tutor group and teachers, take part in some lessons as well as being shown around the school. They do not need to bring any money as they will be given a one off pin code for the canteen at lunch time that will be added to their ParentPay account when they start in September.

Please do not hesitate to contact the school if you have any further questions.

Yours sincerely,

Mrs. K. G. Bould
Key Stage 3 Director