

St Helena School

Sheepen Road • Colchester • Essex • CO3 3LE • Tel: 01206 572253 • Fax: 01206 543049

Email: contact@st-helena.essex.sch.uk • Website: www.st-helena.essex.sch.uk

Headteacher: Fiona Pierson

14 July 2020

Dear Parent/Carer,

I am writing to make you aware of the start of term arrangements for our new Year 7 cohort. We are planning for the whole school to come back after September, however, we are extremely aware that our new cohort have not experienced any traditional induction events. Therefore, we are looking to welcome our new Year 7 students to school on Thursday 3rd and Friday 4th September. They will be the only students with us on these days allowing them to have quality time in school.

Arrangements for Thursday 3rd and Friday 4th September

Students should arrive promptly to the West Playground for 8.35am (staff will be on hand in Sheepen Road to help direct students). Once on site students will be guided to their form tutor area, please make sure that your child knows who this is, details can be found at the end of this letter.

Students need to bring a packed lunch with them for both days. If your child receives free school meals please notify us by email to contact@st-helena.essex.sch.uk by Friday 17th July to book your child a packed lunch. There will be no onsite catering provision for students until Monday 7th September.

Students should be dressed in full school uniform, including the correct shoes and, in addition should bring the following equipment with them; all stationary, water bottle and food/healthy snacks. PE kit is not required until Friday 4th if scheduled on their timetable which students will receive during their first day. Mobile phones should be switched off and placed inside the students' bag before they enter the school grounds. At the end of the school day and once outside the school grounds students can turn their phones on.

On Thursday 3rd September students will spend time meeting their form tutor, familiarising themselves with the school, setting up & accessing their cashless catering & school IT accounts and having an assembly with the Year Leader, Jack Goldrick and myself.

On Friday 4th September students will follow their timetable attending three sessions.

Each day the school will finish at 2.50pm. Students will make their way out of the school through main reception and onto Sheepen Road. Please do not come onto site to meet your child. For road safety we appreciate parents/carers not parking or waiting on Sheepen Road.



St Helena School is a member of  SIGMA TRUST

Registered in England and Wales Company No: 7926573

Registered Office: Clacton County High School, Walton Road, Clacton-on-Sea, Essex, CO15 6DZ

Email: admin@sigmatrust.org.uk www.sigmatrust.org.uk

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Additional Information

If your child requires medication to be stored on school premises please ensure that you complete the relevant paperwork in your welcome pack and bring this into main reception on Tuesday 1st or Wednesday 2nd September between 9am - 3.30pm.

We are making plans for a whole school return in September, therefore the start of the year will feel very different for all students. We will follow the government guidelines and ensure that we limit the movement of students around the school and minimise the mixing of students. To meet this guidance Year 7 students will be taught in their tutor groups in the same area of the school, unless a subject requires a more specialist area. We will not compromise the curriculum offer that our Year 7 students really look forward to experiencing once they reach secondary school.

We set a holiday project for our new Year 7 cohort to complete; the 'Be Awesome Go Big' booklet this should be brought into school on Thursday 3rd September as staff will make reference to it during their sessions.

Your child's Form Group is: xxx

Your child's Form Tutor is: xxx

Form Tutor email address: xxx

The form tutor should be your first point of contact if you have any questions or need to talk to us about anything at all.

As a parent with children about to make a transition to a new school setting I appreciate the parental anxieties that will start to grow over the summer holiday. Please rest assured that my team and I will work relentlessly and diligently to ensure your child gets the best start to secondary school.

Thank you for trusting St Helena School to develop your child. We are passionate about coeducation and working collaboratively, we look forward to working with you and your family over the next 5 years, and I very much look forward to meeting your child in September.

Kind regards



Fiona Pierson
Headteacher



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