

28<sup>th</sup> April 2020

Dear Parent/Carer,

### **NEW YEAR 7 STUDENT SEPTEMBER 2020**

I am writing to welcome your child to Corby Technical School on behalf of the school community. I hope that you and your family are well and getting all of the support that you need.

Over the next few weeks and months we will be contacting you to begin preparations for your child's move across to secondary school. Initially, much of our communication will involve us requesting the completion of important administrative forms, and supporting you with ordering school uniform and other essential equipment. Later, we will move on to the more important task of preparing your child for the transition into secondary school. As I am sure you are aware, at this present time we do not know when schools will be open to students and staff. It is therefore possible that some of our transitional arrangements will differ from what we would ordinarily do, as we may have to operate remotely. Our aim will be to make the transition as smooth as possible, despite the current restrictions, so that you and your child feel prepared for their next phase of education.

We do intend to keep in touch with you over the next few weeks and months and our preferred method is via text and e-mail. In order to facilitate this, we have been working hard to reformat all of our usual data transition forms into an electronic format so that we can collect information remotely. The first thing that we would ask you to do is to complete a student data form so that we have an accurate record of necessary details relating to your child. Please use the link below to access the online form which should take you no longer than 25 minutes to complete.

**Contact [enquiries@corbytechnicalschool.org](mailto:enquiries@corbytechnicalschool.org) for link.**

There will be additional requests for standard consent forms that we will require when your child starts school. We will send further details over the next few weeks.

If you have any questions relating to the information above, please e-mail the school at [enquiries@corbytechnicalschool.org](mailto:enquiries@corbytechnicalschool.org).

Yours sincerely,



Angela Reynolds  
Principal