June 2023

Dear Parent/Carer,

Following the offer of a place at The Derby High School I would now like to introduce myself to you as I will be overseeing the transition process for your child in 2023. Myself and my colleagues will endeavour to make transition a smooth, positive and supportive one for your and child. ﻿

Below is some key information regarding transition. If you have any specific questions, please email [transitions@thederbyhighschool.co.uk](mailto:transitions@thederbyhighschool.co.uk) in the first instance and you will be signposted to the most appropriate member of staff to deal with your query.

**CONFIRMATION OF PLACE**

Thank you for those of you who have confirmed your child’s place.

If you have not yet accepted your child’s place at The Derby High School, then please call the school to give details and accept the place as soon as possible.

**IMPORTANT DOCUMENTS**

We will be using the **Aaplicaa app** to obtain information about your child. We will be sending you a link to provide all relevant details about the following: -

* Pupil information and emergency contact details
* Photograph permissions
* Internet permissions
* Biometric catering system permission slip
* Home School Agreement
* Online Safety Agreement

Please also send in copies of any important documents relating to any additional needs e.g. medical diagnosis letters or SEND information.

**PRIMARY SCHOOL CONTACT**

My colleagues and I will be in communication with your child’s primary school over the next few weeks. We will be asking them for educational information about your child so that we can learn as much as possible before they arrive with us. This will ensure a smooth transition. We will also visit all the children at their primary school throughout June.

**INDUCTION DAY**

This is when your child spends a day at The Derby High School. It is scheduled to take place on Wednesday 5th July. We will provide more details about this in due course.

**INDUCTION EVENING**

This is scheduled to take place on the evening of Wednesday 5th July. On this evening you will receive essential information about the school and have the opportunity to meet key staff. All parents/carers and their children are expected to attend this event. We will provide more information about this in due course.

**THE DERBY APP (PARENT APP)**

**The Derby App** is our school communication platform for parents. Through **The Derby App** parents will receive messages, notifications, newsletters, access to Sims, Satchel and many other apps.

You will also be able to make online payments for school trips and other events. More information on how to access **The Derby App** will be given to parents at the induction evening on Wednesday 5th July.

**Ties**

All students will receive a school tie at a tie ceremony when they start in Year 7. This is a special event to welcome Year 7 students and provide them with a sense of belonging. Therefore, it is not necessary for you to purchase a school tie unless you would like to have a spare.

My colleagues and I look forward to welcoming you and your children personally to the school very soon. Please keep an eye on the website for regular updates and information about transition 2023.

Yours sincerely,

Mrs J Szpunar

Assistant Headteacher (Inclusion-SEND)