



March 2021

Dear Parent/Carer

I would like to introduce myself to you as the Assistant Principal with the overall responsibility for transition from their primary school to our high school. We are looking forward to welcoming your son/daughter to Alderman Peel High School and despite the Covid19 lockdowns; we will ensure that your child will have a happy and rewarding start to their high school education. We hope that your son/daughter settles in quickly and enjoys the exciting next stage of their education with us.

Admission Forms

At this stage, we need to ask you to complete the booklet of forms giving us essential information and helping us to plan for September 2021. Please spend a few moments going through the forms as soon as possible. The information you give us helps us enormously.

We would ask you to return your completed booklet forms by the **14th May 2021** to the school at the latest. It is particularly important that we have at least **TWO emergency contact numbers (from two DIFFERENT people)** for your son/daughter (mobile and/or landline) and any relevant medical information. **Please would you alert us to any change of telephone number or address before September 2021 or when appropriate thereafter. Also, I cannot guarantee that your son/daughter will be placed with a friend in his/her form group if I receive the forms after 14th May 2021.**

Please contact me if you have any concerns you wish to discuss or any matters you need the school to be aware of.

Transition and Setting

I will be visiting every student in their primary school (Covid19 restrictions permitting) and will be spending some time between now and the end of the summer term talking to our primary schools. We will receive a great deal of academic information about your son/daughter and all the other students joining us next year. We use this information to allocate students to teaching groups later in the summer term.

I will also explain in-depth what students will be doing on the Transition Days, the equipment they will need and answer any questions that they may have, when I visit their primary school. **Hopefully, Covid19 Restrictions being lifted, we have planned for your son/daughter to spend 3 Transition Days at Alderman Peel High School in the summer term and I will send you further details nearer the time.**

In addition our Special Educational Needs Co-ordinator (Mrs Norman) will be liaising with primary schools for any student who has a Special Educational Need or an Education Health Care Plan (EHCP). With additional Transition Days planned for these students (pending Covid19 Restrictions being lifted).

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FOR CHILDREN, FAMILIES AND COMMUNITIES



**Alderman Peel
High School**

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Uniform and Cashless Scopay System

Can I draw your attention that the school is cash-less and all school uniform/PE kit/lunch payments are paid online using Scopay. Your parent/carer pack contains details of your login details for Scopay **(please register your details on Scopay as soon as you receive this letter because the login/password will expire within a few weeks – see guidance attached)** and if you have any issues ordering uniform please do not hesitate to contact Reception at 01328 710476.

In addition parents/carers will have the option to purchase uniform direct from Birds (in Dereham). They will be able to order online and either pay for home delivery or opt for the free to school delivery (this could take up to 2 weeks). Parents still have the option to purchase all uniform, including non-compulsory items, from school. Birds have been very helpful in setting up a uniform page for APHS uniform on their website. This will show all the uniform required including shirts, trousers and skirts. I hope that this will prevent any incidences of short, inappropriate skirts and jean style trousers being wrongly purchased.

Once again may I say how much I am looking forward to welcoming your son/daughter to Alderman Peel High School, where we all believe in the philosophy of “Learning to make the Difference. I look forward to meeting your son/daughter in their primary school prior to their Transition Days.

Yours sincerely

Mr Bal Tawana

Assistant Principal

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