

2 March 2023

Dear Parent/Carer

Welcome to Trafalgar School! I am delighted to have been notified by Portsmouth City Council of your child's placement at Trafalgar School for September 2023.

I am writing to inform you about several important events relating to your child's transition to secondary school. Firstly, you are warmly invited to attend our New Intake Parents' Evening on Thursday 20<sup>th</sup> April 2023. This will be an excellent opportunity to talk to members of the Senior Leadership Team and receive important information about Trafalgar School.

Secondly, we are planning on holding two induction days for your child as we are eager for them to experience life at Trafalgar School. This will give them a chance to attend lessons and meet a large number of our staff.

### **New Intake Parents' Evening, Thursday 20<sup>th</sup> April 2023**

The programme for the evening is as follows:

6.00pm	Presentation with the Executive Headteacher, Mrs C Copeland
6.30pm – 7.30pm	Opportunity to meet the Senior Leadership Team and ask any questions that have not been answered. Please note: additional 1:1 meetings with a member of senior staff will be arranged for you and your child throughout the month of June.

### **Induction days, Monday 3<sup>rd</sup> July 2023 and Tuesday 4<sup>th</sup> July 2023**

**Your child** will need to arrive at Trafalgar School by 8.45am and will be dismissed at 2.30pm. They will be expected to attend in their usual school uniform, equipped with the following: pen, pencil, ruler and rubber in a pencil case. Any student entitled to a free school meal will be provided with a packed lunch at lunch time. All other students will be required to bring their own lunch. We operate a cashless system, so no food can be purchased during induction days, but water will be available.

Finally, to support your child's smooth transition to secondary school, there is a lot of information we require from you! I should be grateful if you would follow the instructions in the email sent to you from Applica Admissions+

We look forward to seeing you and your child soon.

Yours sincerely



**Mrs C Copeland**  
Executive Headteacher