



22 March 2024

**FAO: Year 6 Parents/Carers**

Dear Parents/Carers

**Welcome to Helston Community College**

We are delighted to be welcoming your child to the College in September 2024 and look forward to working in partnership with you to ensure that they have a happy and successful time at Helston Community College. This letter outlines everything you need to know about their transfer.

**Transition Website**

We have created a transition website and contained within this is all the information that will be needed for transition, this includes;

- A virtual tour of the College and introductions from faculty staff
- Forms
- Links to order school uniform and PE kit
- Subject activities for your child to complete (optional)
- Latest news updates

You can access the website via the following link: [Welcome to Helston Community College \(eschools.co.uk\)](http://Welcome to Helston Community College (eschools.co.uk))

**Transition Timeline**

Step 1	<b>Wednesday 27 September 2023   Community Open Evening</b> This event will give you and your child the opportunity to explore the campus, meet the staff and find out more about the life and work of Helston Community College.
Step 2	<b>Monday 31 October 2023   Deadline for applying for a secondary school place</b> By this deadline you need to make an application to Cornwall Council School Admissions to apply for your child’s secondary school place.
Step 3	<b>Wednesday 01 March 2024   Secondary School places announced</b> On this date secondary school places will be announced by Cornwall Council School Admissions. There will be a short grace period while School Admissions process late applications. We expect to receive the official intake list by the end of March.
Step 4	<b>Friday 3 May 2024   Enrolment Paperwork</b> This is the deadline for submitting your child’s Enrolment Form. This will be sent shortly.
Step 5	<b>May—June 2024   Primary Visits</b> During May through to June, Mr Dudley, Mr McFadden and Year 7 Students will visit local feeder primary schools either in person or virtually. These visits will give your child the opportunity to meet with our staff in a familiar environment, where they can ask any questions they may have about life at Helston Community College. During these visits, staff will also have a handover meeting with your child’s teacher to ensure all information is passed on— this includes suggested tutor groupings.

Step 6	<p><b>Induction Days</b>  Monday 17 June 2024   Invite Only Induction Day  Tuesday 18 June 2024   Induction Day 1 (All Year 6 students)  Wednesday 19 June 2024   Induction Day 2 (All Year 6 students)</p> <p>At the peak of our transition process is the two-day visit to the College. During this visit, the students will meet their peers whilst taking part in subject-based activities. Students will also be able to experience lunch in the South Site Canteen and have a tour of the campus.</p> <p>Our School SENCO will write to the parents/carers of those invited to the 'Invite Only Induction Day' closer to the event.</p>
Step 7	<p><b>Parents' Information Evenings</b>  Tuesday 18 June 2024   New Parents' Information Evening  Wednesday 19 June 2024   New Parents' Information Evening</p> <p>Parents/carers will be invited to attend one of our New Parents' Information Evenings which take place on the evenings of the two transition days. During the evenings, there will be a key note address by the Headteacher, followed by the opportunity to interact with your child's Tutor.</p>
Step 8	<p><b>July 2024   Getting ready for your child's first day</b>  At the end of July, you will receive a letter from the College detailing arrangements for the first day of term.</p> <p>On your child's first day they will be provided with a 'New Starter Pack' which will include a copy of their timetable, a map of the campus, computer and canteen logons, and all other relevant information.</p>

**Enrolment Form**

**Deadline: 3 May 2024**

The Enrolment Form will shortly be uploaded to Year 6 Transition on the College website. It is vital this form is completed in order to process your child's application. Once you have completed the electronic Enrolment Form, please 'Save As' and then email it as an attachment to [admissions@helston.tpacademytrust.org](mailto:admissions@helston.tpacademytrust.org).

If you do not have access to the internet, please telephone the College on 01326 572685 to request a paper copy of the Enrolment Form which we can post to your home address. Paper copies, once completed, should be returned to the following address: **FAO: Mrs N Harris, South Site Senior Administrator Helston Community College, Church Hill, Helston, TR13 8NR.**

**Uniform Orders**

Please see attached letter.

**Transport**

For further information about bus services to the College, please see the document titled 'Organising School Transport' on the 'Forms' tab of the transition website [Welcome to Helston Community College \(eschools.co.uk\)](http://Welcome to Helston Community College (eschools.co.uk))

**Music Department Primary Visits**

The College runs various musical enrichments and has a nationally award-winning Jazz Band, Rock School, Concert Band and Junior and Senior Choirs. In addition, the College offers tuition for acoustic guitar, bass guitar, electric guitar, baritone, cello, clarinet, drums, euphonium, flute, French horn, piano, saxophone, singing, tenor horn, trombone, trumpet, cornet, tuba, violin, oboe and bassoon.

Over the course of this term, our inspiring Music Department will be performing to Year 6 students to encourage them to learn a musical instrument.

### **Special Educational Needs and Disabilities (SEND) Welcome Event**

We appreciate that, for parents/carers of students with additional needs, the prospect of transferring to a new setting can seem daunting. As such, we are holding an informal welcome event for Year 6 parents and carers on Friday 19 April 2024 between 2.15pm and 3.15pm on South Site.

At this event, you will have the opportunity to learn about the many interventions available to your child, meet with members of the SEND Team and speak to current students about their experience of SEND support at the College.

You do need to a book this event, please complete form attached to this link <https://forms.office.com/e/hEjXXj3Vnu>. On the day please arrive at South Site Reception.

### **I have just made a late application. Who should I contact?**

Late applications should be made through Cornwall Council School Admissions. For ease, we have included their contact details below.

<https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-admissions/>  
| [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk) | 0300 1234 101

### **Key Contacts**

Head of Year 7 & Transition	Mr Jack Dudley	<a href="mailto:jdudley@helston.tpacademytrust.org">jdudley@helston.tpacademytrust.org</a>
Designated Safeguarding Lead	Mr Andrew Oates	<a href="mailto:aoates@helston.tpacademytrust.org">aoates@helston.tpacademytrust.org</a>
Senior Administrator	Mrs Nicky Harris	<a href="mailto:nharris@helston.tpacademytrust.org">nharris@helston.tpacademytrust.org</a>
Healthcare Champion	Ms Holly Shannon	<a href="mailto:medical@helston.tpacademytrust.org">medical@helston.tpacademytrust.org</a>

### **Diary Dates**

<b>Friday 19 April</b>	SEND Welcome Event
<b>Friday 3 May</b>	Enrolment Form Deadline
<b>Friday 24 May</b>	Uniform Order Deadline
<b>Monday 17 June</b>	Invite Only Induction Day
<b>Tuesday 18 June</b>	Induction Day 1 (All Year 6 students) and New Parents' Information Evening
<b>Wednesday 19 June</b>	Induction Day 2 (All Year 6 students) and New Parents' Information Evening

We hope that the arrangements we have made will smooth the transition process.

In the meantime, if you have any questions, please do not hesitate to contact us.

Wishing your child every success in the next stage of their education.

Yours faithfully

*Jack Dudley*

**Mr Jack Dudley**  
**Head of Year 7 & Transition**