



March 2025

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 2025 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 on the Website

We have created a transition page on the website that contains all the information that will be needed for transition, this includes;

- Forms
- Links to order school uniform and PE kit
- Latest news updates

You can access the website via the following link: [Helston Community College - Year 6 Transition](#)

Transition Timeline

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| Step 1 | Wednesday 25 September 2024 Community Open Evening 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 | Thursday 31 October 2024 Deadline for applying for a secondary school place 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 | Monday 3rd March 2025 Secondary School places announced 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 | March 2025 Primary Visits During March and April, Mr Dudley, Mrs Harris, Year 7 PSA 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 5 | Friday 25 April 2025 Enrolment Paperwork This is the deadline for submitting your child's Enrolment Form. This will be sent shortly. |

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| Step 6 | <p>Induction Days Monday 30 June 2025 Invite Only Induction Day Tuesday 1 July 2025 Induction Day 1 (All Year 6 students) Wednesday 2 July 2025 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>Parents' Information Evenings Tuesday 1 July 2025 New Parents' Information Evening Wednesday 2 July 2025 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>July 2025 Getting ready for your child's first day 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: 25 April 2025

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.

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 'Home to School Travel Assistance' page on the Cornwall Council website here: [Home to School Travel Assistance - Cornwall Council](#)

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 Wednesday 23 April 2025 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 book this event, please complete form attached to this link <https://forms.office.com/e/Uf0kMYD4Vy>. 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 | 0300 1234 101

Key Contacts

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| Head of Year 7 & Transition | Mr Jack Dudley | jdudley@helston.tpacademytrust.org |
| Designated Safeguarding Lead | Mr Andrew Oates | aoates@helston.tpacademytrust.org |
| Senior Administrator | Mrs Nicky Harris | nharris@helston.tpacademytrust.org |
| Healthcare Champion | Mrs Suzie Wood | medical@helston.tpacademytrust.org |

Diary Dates

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| Wednesday 23 April | SEND Welcome Event |
| Friday 25 April | Enrolment Form Deadline |
| Friday 23 May | Uniform Order Deadline |
| Monday 30 June | Invite Only Induction Day |
| Tuesday 1 July | Induction Day 1 (All Year 6 students) and New Parents' Information Evening |
| Wednesday 2 July | 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