

«Forename» «Surname»

May 2018

Dear «Forename» and Parents / Guardians,

The time is fast approaching for your journey with us to begin so I thought I would take the opportunity to send home some of the administrative information for you to look at and complete. This will enable us to make the transfer process even quicker and less stressful.

Enclosed with this letter you will find the following information:

1. An **ADMISSION FORM** This of course is vital information to be kept up to date and we ask you to simply complete in full and sign on the reverse. It is essential that this is returned before the start of the autumn term.
2. **ADMISSION BOOKLET** I have enclosed our Admission Booklet which details our equipment list, Uniform Policy and "The Ferndown Way" for learning, behaviour and books.

Our Uniform Policy is also available to view online on the school website. Our main supplier is 'The School Shop' in West Moors and certain items such as blazers and girls blouses are only available from them. We aim to keep the cost of uniform as low as possible and it is significantly cheaper than many of the other schools in the local area. In some cases, grants for uniform are available. Request for help in this matter should be put in writing.

3. The **ACCEPTABLE INTERNET AGREEMENT** is an outline of our policy and student expectations for the use of the internet and IT systems at FUS. Students will **only** be granted use of our computers when a completed, signed admission form is returned with parental consent ticked and signed.
4. **E-MAIL** is our preferred communication link with parents, you will receive most letters and messages via text message or email. This will keep you up to date with everything from mufti days to examinations. If possible please ensure this information is correct / included on the admission form. Please ensure that the correct email address is entered on the front sheet of the admission form.

A cashless payment system is in operation in the school's café where parents will be able to place funds on a "fob" via our online payment system and this "fob" can be attached to keys etc. Further information regarding electronic payments and the fob system will be distributed leading up to the transfer day. **We are really keen that all students who are entitled to free school meals get them. Students are in no way, stigmatised because of this. If you think you are entitled then please contact us.** Fobs are automatically loaded daily.

We use the system Go4Schools, which all parents and students will be able to access to see attendance, behaviour, timetables, homeworks and progress. This will be demonstrated at our Transfer evening in July.

Let me also take this opportunity to remind you of some of the key dates for your diary: Transfer Day is on **Friday 6th July**, with a chance to meet your child's new tutor on the evening of **Thursday 5th July from 7 - 8pm**. Students are also invited to this event. If you have any worries or concerns that you want to discuss before July's events then please contact us via our email: transfer@fernup.dorset.sch.uk or call on 01202 871243 ext 214. All the information in this pack will also be available on our school website under 'Year 8 Transfer information'.

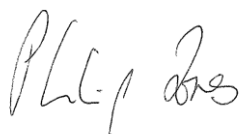
We are currently visiting all of the local feeder schools to talk to the students about the transfer process and answer any questions they have about life at Ferndown Upper school.

Many thanks in advance for completing all the enclosed paperwork. Please return to Ferndown Upper school by **Friday 22nd June 2017**.

We will write to you again later in June with further information regarding Transfer Day and which House and Tutor Group you will be in.

See you all soon!

Yours sincerely



Mr P. Jones
Headteacher



Mrs G. Milsom
Transfer Co-Ordinator