



14 May 2020

Dear New Parent,

I hope that you and your family are well and that you got to relax and enjoy the warm weather over the Bank Holiday weekend.

As I mentioned in my previous email the transition process this year will be quite different as a result of the situation we currently face and the uncertainty as to exactly how the latest government guidance with regards to Primary Schools will work in practice. With this in mind and the fact that we are unsure as to when secondary schools will be returning, we do not want to hold up the transition process any further, so our New Intake Booklet and the important documents I referred to previously have been produced electronically this year.

Please click on the link below to download your child's copy of the New Intake booklet which contains lots of information about the school and some of the fun activities they can take part in when they join us in September. We also hope that the information will answer some of their concerns, so would ask you to please read this booklet through with them.

[https://www.emmbrook.wokingham.sch.uk/\\_site/data/files/year6\\_transition/55347F54E9823C26A6C36102D70917E7.pdf?pid=1129](https://www.emmbrook.wokingham.sch.uk/_site/data/files/year6_transition/55347F54E9823C26A6C36102D70917E7.pdf?pid=1129)

The link below will take you to the important documents that we need completing by you and your child and also an instructions/information sheet. Please download the forms from the website and save them on your device before filling them in.

**Part 1** Data Collection Sheet (Student)

**Part 2** Data Collection Sheet (Parents/Guardians and Emergency Contacts)

**Part 3** Data Collection Transfer Document (Student Information)

**Part 4** SEND Department (Information Gathering Sheet for New Intake)

<https://www.emmbrook.wokingham.sch.uk/page/?title=New+Starter+Forms+%2D+2020&pid=1133>

Once completed and saved, we would like you to return all the documents via email to our Data office [dataoffice@emmbrook.wokingham.sch.uk](mailto:dataoffice@emmbrook.wokingham.sch.uk). Alternatively, if you would prefer to print and complete the documents by hand at home, we are happy to receive a scanned version via the same email.

As this is the first time we have had to complete the process electronically, there may be some teething problems, so if you could bear with us we will do our best to try and resolve them as quickly as possible. If you experience any problems with downloading the forms then please do not hesitate to contact the Data Team who will do their best to help.

We appreciate that there is quite a lot of information that we require and that we request a very quick turnaround time (**Friday 22<sup>nd</sup> May**). The information provided by you and your child on these forms,

helps us with various aspects of the transition process and will ensure it runs efficiently, so thank you in advance for your support in meeting this return by date.

I trust that you have received Mr Johnson's recent email and that you and your child have had an opportunity to check out the School's latest Newsletter and also view our first ever transition video; I hope you found them informative and enjoyable and are looking forward to the next one. I have attached the links\* at the bottom of the letter just in case you have not had an opportunity to see them yet.

If your child has any questions or worries that have not been answered in our booklet then please do encourage them to send them in to Mr Johnson [CJohnson@emmbrook.wokingham.sch.uk](mailto:CJohnson@emmbrook.wokingham.sch.uk) so they can be answered in our next video. I am sure they will be very similar worries to lots of the other Year 6 children.

There have already been some queries about the purchasing of School Uniform. There is some information in our booklet and our website but as an addition please note that all uniform can be purchased from M and S. When I last looked they were updating their website so their information may not be available at the moment.

Please note that M and S usually offer a substantial discount in June and we believe that they are planning to extend this into July this year. It would therefore be beneficial to you to wait a while before you attempt to buy your child's uniform. We also request that you do NOT purchase a tie until your child has been allocated to a House and you will hear about this later in the process.

Please stay safe, enjoy the time with your child and rest assured that if you have any concerns or need help completing the documents then please do not hesitate to contact either myself by email on: [admissions@emmbrook.wokingham.sch.uk](mailto:admissions@emmbrook.wokingham.sch.uk) or Mrs Wood our Data Manager by email on: [dataoffice@emmbrook.wokingham.sch.uk](mailto:dataoffice@emmbrook.wokingham.sch.uk)

Best wishes



Mrs Sandra Hodgson  
Year 6/7 Transition Manager

\* Links to:

Newsletter (7<sup>th</sup> May 2020)

<https://www.emmbrook.wokingham.sch.uk/site/data/files/users/4/files/DB9F4C503BBD97D4647F2D317938845E.pdf>

Transition Video from Mr Johnson <https://youtu.be/cXbT3Q8ocJY>

Transition Video 2 (Including Mrs Hodgson) <https://www.youtube.com/watch?v=hqOzuhXikXA>

