

May 2025

Dear Parent/Carer

This letter will provide you with information on our transition events and includes details of the information we are required to collect from you.

Year 6 Induction Days Information

I would like to invite your son/daughter to our two Induction Days on **Thursday 3rd July & Friday 4th July 2025**. I am sure that he/she is looking forward to coming to Clyst Vale in September!

Getting to and from School

Unfortunately, our normal College transport will not be available for the Year 6 students on these dates, so you will need to arrange for your child to get to and from Clyst Vale.

First day information

Safeguarding

Please ensure you complete and return the safeguarding form via the link at this link before the intake days. Link to safeguarding form: <https://forms.office.com/e/1iebXYXpk2>

MORNING

On the first day, the Year 6 students will go to the **MAIN HALL** when they arrive at the College. The entrance is to the right of the doors to reception. The students should arrive for a 9am start. The students will register and meet their tutor group. If your child is dropped off earlier with a sibling who already attends Clyst Vale, they must still go to the Hall, where there will be staff to supervise them.

On the second day they will make their own way to their tutor group (please drop off at the coach park/ parent drop off area) for an 8.50am start. Staff/ student ambassadors will be there to assist them.

AFTERNOON

Please collect your son/daughter from the coach park/parent pick up area at 2:50pm on both days. We ask you to collect your child(ren) early, as the traffic can be extremely busy at the end of the school day. Please make sure your child knows who is collecting them.

General Information

Please could you ensure that your son/daughter is wearing his/her current school uniform on these days and that they bring a pen and a pencil for their lessons.

Students may need their PE kit on the second day (they will receive a timetable on day one). Please make sure they bring their kit from their primary school.

Over the two days, your daughter/son will spend time with her/his Tutor and Tutor Group, experience a variety of lessons and meet key members of staff in assemblies. Their tutor group will also have mentors (other students) to help them find their way around the site and support them in lessons.

Your daughter/son can bring in money for use in the canteen over the two induction days. Meals and snacks can be purchased at break and lunchtime. If your son/daughter is eligible for Free School Meals, please contact Pam Grant studentservices@clystvale.org prior to the Induction Days, so that she can arrange for this to be organised. We use a

Cashless Catering System at Clyst Vale Community College, you will receive information on this at a later date and students will have this set up for them on their first day in September.

Mobile phones

We don't allow mobile phones to be used by students while on site. They can bring their phone with them if necessary, but it must stay in their bag switched off at all times.

Additional transition information

Data collection link: <https://forms.office.com/e/bXrthuP24x>

You will see that there are several forms attached to this email. Please complete the forms and return them to Pam Grant (studentservices@clystvale.org) before the 3rd July. In the next couple of weeks, you will be sent an invitation to My Child at School (MCAS) App you will be asked to input information about your child and give consent for various things relating to school life.

Clyst Vale Essential Guide

Click the link below to view our Essential Guide. This contains information on all aspects of life at Clyst Vale from safeguarding and curriculum to the timings of the school day and uniform.

<https://www.clystvale.org/new-intake/>

Uniform

Please see the attached leaflet from Thomas Moore for full details of the Clyst Vale Uniform.

Thomas Moore will be represented at the Parents' Evening on Thursday 10th July 2025, so you can see the uniform there.

Transport

You will need to arrange transport to school through Devon County Council. Please use this link to check eligibility and to apply for a bus pass: [Secondary School Transport Application Form](#)

Other transition events

Non-Feeder Day

Wednesday 18th June 2025. Your child will receive an invite for this event if they are from a school outside of catchment/ non-feeder school. This event is to help students feel more confident about their transition and gives an opportunity for them to meet other students in the same position. Full details will be sent out in the next few weeks.

New Intake Parents Evening

Thursday July 10th, 2025, in the Main School Hall at 5.30pm.

You will have the opportunity to find out more information about our online systems, pastoral care (including praise & behaviour), curriculum and Rights Respecting Schools. Your child's Head of Year, tutor and the school SENCO will also be present to answer questions.

The 'Big Step' Summer Programme

There is still time to book a place for the Big Step transition event happening 18th-22nd August 2025. There is potential funding available on a case-by-case basis for children entitled to Free School Meals. Please book here: <https://thebigstep.org/school/clyst-vale-community-college>

We look forward to meeting you and your child in July.

Yours faithfully

Izzy Matthews

Transition Co-ordinator

matthewsi@clystvale.org

Key Stage 2-3

The following, enclosed, forms need to be completed and returned to Pam Grant (studentservices@clystvale.org) via email by Thursday 4th July 2024

- Safeguarding during the New Intake Days. <https://forms.office.com/e/1iebXYXpk2>
- S11 data collection form. Fill in form using this link: <https://forms.office.com/e/bXrthuP24x>
- ICT Policies – Students/Parents. Read policy, sign and return via email.
- Home/College Partnership. Read, sign and return via email
- My Child at School (MCAS)- information on how to register [MCAS Help – CVCC](#) **Please wait for an invitation email**
- Transport application form- use this link to apply through Devon County Council: [Secondary School Transport Application Form](#)

For your information:

- Thomas Moore uniform price list
- Clyst Vale Essential Guide (link above. It can also be viewed on our website).
- Details of the Big Step summer transition programme