



SMA/atn

Friday, 26 June 2020

Dear Parent/Carer

I am very pleased to be able to introduce your child to their Head of Year, Mr Farrington, in a video that we have posted on [The Boswells School Official facebook page](#).

To help support your child's transition I have attached a transition booklet to complete either at home, or with their Year 6 teacher if they are attending the in school provision. We are looking forward to seeing their completed booklets in September.

As a school we receive additional funding to support the education of children who are adopted or looked after for any period of time by anyone other than their biological parents. We appreciate how sensitive such information is, however, please could we ask that you contact Miss Noble (Deputy Headteacher (Behaviour Welfare and Safety)), if this applies to you as we wish to update our records of students who have ever been in care, in a Special Guardianship Order, adopted or are classed as a Child in Care – you can email her on cne@boswells-school.com.

Free School Meals

Details of students who are currently eligible for free school meals **are not** automatically transferred to their new school. It is up to parents/carers to re-apply during the school holidays before moving school. The school has subscribed to a secure website which you will need to use to apply. Please click on the link below:

www.gov.uk/apply-free-school-meals/essex.

The system is simple and clear to use with a step-by-step process and an immediate answer as to eligibility, with the school being informed automatically.

The amount allocated for a free school meal (lunchtime only) is currently £2.40 and covers the provision of a two course meal. Drinks are not included in the allocation but water is always available.

School Uniform Collection

We informed you in a previous letter that we would be providing a collection service for uniform orders from our supplier Schoolwear Plus. I can now confirm that the dates and times where parents can collect orders are:

Friday 3rd July – 3.15pm to 4.15pm

Friday 10th July – 3.15pm to 4.15pm

Friday 17th July – 3.15pm to 4.15pm

The collections will take place from the school green in front of the Sixth Form block (weather permitting). Before arriving in school, please ensure you've had confirmation from Schoolwear Plus that your items have been delivered here.

Term Dates 2020/21 – [link to webpage on school website](#)

Further information about term dates, staff training dates and parent evenings can be found on our website and a school calendar of events will be available on-line from the beginning of the academic year. We do ask parents to do everything in their power to plan their holidays to take place within the school holidays and not during term time.

Contacting Us

Just a reminder that the best way to contact us is via the school email account (admin@boswells-school.com). You should expect to receive a response within 2 school days, but if your queries are urgent, we are trying to deal with them as soon as we can. Please do not leave messages on the school's voicemail as these are only being picked up on a weekly basis.

NOTE: Please ensure the email address 8815416@capita-intouch.co.uk is added to your "safe-senders" list to be sure that you receive our updates, but **please do not use** this address to contact us – it is for our outgoing e-mails **only**.

Contacting You

If we are trying to contact you, your phone may well show up 'No caller ID', please bear this in mind and please answer these calls.

Finally, if you want to review previous correspondence from the school, copies of our [recent letters](#) can be found on the school website.

Yours sincerely



Stephen Mansell
Headteacher

