May 2022

Dear Parent / Carer

The Local Education Authority has now informed us that you have chosen Greenbank for your child’s secondary education. I am writing to express my pleasure at your choice and to let you know our plans to ensure your child’s smooth transition to their new school.

# In order to confirm your child’s place at Greenbank and to confirm all her personal information, you should use the Arbor Parent Portal on our website no later than 13th May, the link is below

[**https://greenbankhigh.co.uk/arbor-parent-portal-and-app/**](https://greenbankhigh.co.uk/arbor-parent-portal-and-app/)

You will also need to sign up for Parent Pay by clicking on the link <https://www.parentpay.com/>. (You will need to complete this to pay for any events such as our summer school, details to follow)

Our **Transition Day** is on **Thursday 30th June,** from 9.15am to 2.45pm when pupils come and take part in a number of activities to help them experience life at Greenbank High School. I would also like to invite you and your child to visit the school for the **Transition Evening** on **Tuesday 5th July at 6:00pm**. This is an opportunity for your child to be shown around her new school, meet her Form Tutor, some of her new form group and have a number of questions answered. Parents will be in The Greenbank Theatre for much of the evening, gathering information about school life at Greenbank, including uniform, travel arrangements, the Parent Teacher Association and many other topics.

If your child knows any other pupils who are coming to Greenbank, they may nominate a friend that they would like to stay with, in their new form in High School, using the **Friend Nomination Form.** Whilst we will do everything possible to accommodate those wishes, we would ask you to remember that there are a large number of pupils and a great many things to take into consideration when putting classes together.

Please click on the links below to complete the necessary information regarding the Transition Day, Friendship nomination form and the Disability questionnaire no later than **13th May 2022.** Please only submit one response per form.

Transition Day Form <https://forms.office.com/r/Kif8FwqLX8>

Friendship Nomination form <https://forms.office.com/r/eUXG5B9N8D>

Disability Questionnaire <https://forms.office.com/r/umRMv1wZy6>

I look forward to meeting you and your child on the Transition Evening. Yours faithfully

# Mrs K Robinson Headteacher