



## **Copy of email sent on 28<sup>th</sup> August 2019**

Dear parents/carers

Our first day as a new school is fast approaching and we look forward to welcoming our first ever Year 7 cohort to Katherine Warrington School on Thursday, 5th September (no later than 9am at the University of Hertfordshire Law Court building).

### **STUDENT TIMETABLE**

Attached is your child's initial timetable. We would be grateful if you could spend some time with your child going through their timetable to familiarise themselves with it and to ensure they come equipped and prepared to learn each day - click on the link below for the equipment list:

<https://kwschool.co.uk/wp-content/uploads/2019/07/KWS-Student-Equipment-List-Sept-2019.pdf>

We have not included the timetable for the remainder of our time at the university as this will depend solely on what teaching group your child is in (which is only decided after the first part of our time at the university).

### **STUDENT ABSENCE**

If your child is unwell please call 07821 563615, ideally before 08:30 but in any event no later than 9am **on each day your child is absent** - this is a temporary number during our time at the university - you will be advised of a permanent number prior to Monday, 30th September.

Alternatively, email [absence@kwschool.co.uk](mailto:absence@kwschool.co.uk). You are also required to send a note in on the first day your child returns with an explanation of the absence.

### **PACKED LUNCHES**

May we remind you to provide a packed lunch for your child each day during our time at the university; this should be in an insulated lunch box/bag with an ice block. You may also like to include a snack for morning break.

**Please DO NOT include any nuts in your child's snacks/lunches since we have a couple of students with severe nut allergies.**

**If you are a parent of a child that is entitled to a free school meal please advise by return email if you would like us to provide a packed lunch. Please also advise of any allergies your child may have.**

### HOME SCHOOL AGREEMENT

May we remind parents/carers that the Home School Agreement (previously emailed to you but attached herewith for ease of reference) must be completed, signed and returned to your child's registration tutor by Friday 6th September.

### MEDICATION

With the exception of epipens and inhalers for asthma, which your child should carry with them at all times, only medicines prescribed by a doctor may be kept at Reception. Please contact our Front Desk Administrator, Sarah Parish (email [s.parish@kwschool.co.uk](mailto:s.parish@kwschool.co.uk)) to arrange to deliver medication along with written consent for us to administer. Please also advise of the dosage in your written consent.

### BUSES TO THE UNIVERSITY OF HERTFORDSHIRE

You should by now have completed the Google questionnaire indicating which bus route your child will travel on - this questionnaire remains open so if you haven't already done so please ensure you complete this by Friday 30th August. This is purely so that we know we have enough capacity on each bus route; we will not issue acknowledgements or tickets.

<https://docs.google.com/forms/d/e/1FAIpQLSd5JvohogVjNOIWNxXHFOu4kZxBioMBkHa1YuSmCUqbho3QXw/viewform>

If you don't complete the questionnaire then we will assume that you are making your own arrangements to transport your child to/from the university each day and your child will not be included in our transport numbers.

### DATES FOR THE DIARY:

- **Friday 20th September** - Induction Graduation Ceremony at the University of Hertfordshire. As previously mentioned at our Information Evening, we are holding our very own 'graduation ceremony' on our last day at the university, to which you are warmly invited to attend. This will commence promptly at 1.00pm (please aim to arrive by 12.45pm) in the Weston Auditorium on the de Havilland campus - unfortunately there is no parking available on site. The ceremony will end at around 2.15/2.30 pm so you may take your child home with you. Any child whose parents/carers are unable to attend will still be able to catch the bus home at 2.30 pm.
- **Monday 23rd September to Wednesday 25th September - Camp Wilderness (at Knebworth)** - separate email to follow shortly
- **Thursday 26th and Friday 27th - INSET days** (school closed to students)
- **Monday 30th September** - we welcome students to Katherine Warrington School's main site (students in school by 8.30 am).

- **Monday 30th September** - 4.30 pm until 8pm - parents/carers invited to visit the Lower Luton Road site - invitation to follow shortly (pre-purchased Chromebooks will be distributed at this event)

Finally, please do check your emails regularly in case of any urgent notices/updates - please also check your spam/junk folders. Notices will also be published on our school website. Please note communications will primarily be by electronic means in order to reduce our carbon footprint.

We look forward to welcoming your child in uniform on Thursday 5th September. In the meantime, if there is anything you are unsure about please do not hesitate to contact us at [admin@kwschool.co.uk](mailto:admin@kwschool.co.uk)

With kind regards.

**Tony Smith, Headteacher and  
Grace Aikman, Head of Year 7**