



19<sup>th</sup> March 2025

## Important Information: Action Required

Dear Parent/Carer,

Having spoken to a number of you, it is clear that our planned dates for our Step Up to Secondary Induction Days clash with a number of events and the end of term for Year 6 students. We believe that it is very important that Year 6 have a proper ending to their time at primary school. As a consequence we have been able to move our Step Up to Secondary Induction Days to **Monday 30<sup>th</sup> June and Tuesday 1<sup>st</sup> July** to accommodate the events at their respective primary schools.

### Important Information about your child/Contacting you:

Following this letter, you will receive an email with a link to a system called Arbor. This is our Management Information System (basically a database where we store your child's information, such as next of kin, medical needs etc.).

We ask that you follow the instructions in this guide (<https://bit.ly/44lFcRs>) to setup the Arbor app on your smartphone so that you can provide us with essential information and so that we can also send you important messages regarding the transition process.

It is important that you complete this by **Thursday 10<sup>th</sup> April 2025**. Should you require any assistance in completing this, please contact the transition team.

Please note that we require a **minimum of 2 emergency contacts** for each student.

### Contacting Us

During the time between now and your child starting school with us, you may want to contact us with a specific question or information relating to your child. The address you can use is [transition@clcc.college](mailto:transition@clcc.college). Your email will come directly through to the Transition Team. Using the general email address or telephone number may result in a delay in responding.

*Thank you - Countesthorpe Academy Transition Team*