

12 June 2026

Dear Parent/Carer

INDUCTION DAY, BBQ and NEW PARENTS' MEETING – TUESDAY 30 JUNE

We are delighted to welcome you into the College community and look forward to meeting you and working with you over the years ahead.

Please see below our transition process, to ensure your child makes a smooth progression from primary school to Collingwood.

Mrs Edwards, our Progress Leader has been visiting students in their junior or primary school. Our staff have spoken to the students, class teachers and SEN staff to help gather information to get to know each child individually.

Important information and resources which you and your child/children will find helpful will be available very soon, and a link will be sent to you, to access a **New Year 7's 2026 – Information hub**.

This will include welcome information from the subject departments, with photo's of key staff and facts about the subjects. Plus, some activities that your child can do during the summer holidays, if they wish to do so, **these are not compulsory**, but students will receive positive praise points in September for completing these activities. Information will be added periodically to this area so please keep checking through the holidays.

Our intention is to get your child feeling as excited as we are for the new school year. Most students have received a booklet via their feeder school, which will also be found in the Information hub.

INDUCTION DAY – TUESDAY 30 JUNE – 8.35AM – 2.45PM

Your child is invited to spend one day at Collingwood on **Tuesday 30 June**. Your child will experience what 'day to day' life at secondary school is like. They will meet their form, have a tour of the site, and take part in a variety of lessons. Senior students will support them and lead them to each lesson.

Children should arrive at the main hall (Kingston Theatre) in the **Kingston Building, Kingston Road at 8.35am**, and will be guided to sit with their Tutor Group. Your child will be informed of their Tutor Group, which will be emailed to you, just prior to the Induction Day.

Please do not bring your child OR send them in **any earlier than 8.25am**, and please **do not drive your vehicle into the main College entrance to drop off, or pick up children, for health and safety reasons, either at the start or the end of the College day**.

On the Induction Day children should wear their primary school uniform and bring a **pen and pencil**.

Dinner money (**Induction Day only**) OR a packed lunch and a bottle of water.

PE Kit is not required on this day.

Car parking is available on the campus for the Induction Day, which will be signposted with staff directing traffic (see below).

At the end of the day children will congregate in Kingston Theatre. Parents should wait on the grass area in front of the Kingston building main entrance, until the children are dismissed at **2.45pm**.



IMPORTANT

Those students being picked up by parents will be dismissed from Kingston front entrance to meet them, under staff supervision.

If you are happy for your child to go home unaccompanied at the end of the Induction day, **please complete and sign the 'Parental Permission' slip at the end of this letter**. Please Note: There will be a delay in the dismissal of your child, if you have not provided us with a permission slip for them to leave alone.

This should be handed to a member of staff in Kingston Reception at the beginning of the day. (Copies of this slip will also be available at Kingston Reception).

If you have any special requirements for your child's collection, please indicate on the permission slip e.g. waiting for an older sibling to walk together etc.

MEDICATION

If your child needs any prescribed medication during the Induction Day, please hand in to Kingston reception for safe keeping when they arrive. **Please complete the 'Parental agreement for Collingwood to administer medicine' form, also at the end of this letter** (copies will be available from Kingston reception on the day). Medicine should be in the original container as dispensed by a pharmacist, clearly marked with your child's name, and include instructions for administration, dosage, and storage. Your child will be taken by student helpers, to our school nurse to take their medicine. Please ensure that all medication is collected at the end of the day from Kingston reception.

LUNCH

Lunch will be available to buy on the day, and all children are expected to stay at Collingwood. Your child may bring a packed lunch, which they can eat in the canteen with their friends.

Please note: Students **WILL NOT** visit the canteen to buy food at break time, but they can bring in their own snack.

A meal deal in our canteen is approximately £2.75, which includes a meal and a pudding or an item of fruit. A drink will be no more than £1.30, so where possible, please **send your child with coins, in preference to notes**, to assist the Catering team with issuing change.

If your child is entitled to a **free school meal**, they will be given a free meal slip, which they should hand in to the catering staff at the till.

BBQ INVITATION TO PARENTS

Parents are invited to attend a BBQ on **Tuesday 30 June 5.00pm – 5.45pm**, which is being led by our Collingwood College Friends Association (CCFA) team. This will be held in the Kingston building. Please click on the BBQ Invitation Forms Quiz link below to register your interest, advise us of dietary requirements and **provide numbers for our catering team**.

[BBQ INVITATION TUESDAY 30 JUNE - KINGSTON BUILDING - 5.00PM-5.45PM](#)

PARENTS' MEETING

A meeting for parents will follow on from the BBQ on the same day **at 6.00pm in Kingston Theatre**.

The meeting is designed specifically for parents only.

During the meeting, which will last no more than an hour, my colleagues and I will outline the organization and work of the College, and introduce you to the senior pastoral staff. It will also give you a chance to ask any questions. Car parking will be available again on campus.

IMPORTANT DATA REQUIREMENTS FOR SEN STUDENTS ONLY

If your son/daughter is on the Special Educational Needs Register or has a history of Special Education Needs, it is extremely important that the following two forms, which can be accessed through the links below, are completed.

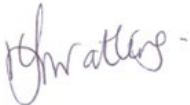
[Collingwood College, Special Educational Needs Year 6/7 Transfer Information](#)

[My One-Page Profile](#)

Please be reassured we are here for you every step of the way during your child's transition into Year 7. If you have any questions, please do not hesitate to contact us at the following email address:

Year6Questions@collingwood.surrey.sch.uk

Yours sincerely



Miss K Watling
Principal

Parental agreement for Collingwood to administer medicine

Please complete and sign this form to enable the College to administer your child's medication.

Student's name	
Student's date of birth	
Form	
Medical condition or illness	
Medicines	
Name/type of medicine (as described on the container)	
Expiry date of medication	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the College needs to know about?	
Self-administration	Yes / No
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact details	
Name	
Daytime telephone number	
Relationship to student	
Email address	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Collingwood staff administering the medicine in accordance with the College's policy. I understand that it is my responsibility to collect the medication at the end of the day.

Parent/Carer's signature:Date:

INDUCTION DAY – TUESDAY 30 JUNE - PARENTAL PERMISSION SLIP

STUDENT'S NAME (Please PRINT clearly)

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I give permission for my child to:

Permission arrangements	TUESDAY 30 JUNE
Walk home from College on his/her own	
Other specific requirements for your child's collection, e.g. waiting for an older sibling to walk together etc	