



17<sup>th</sup> July 2023

**Re: Walesby, Transition Booklet and updating Parent and Child details**

Dear Parent/Carer

Last week we were delighted to welcome the students, parents and carers into the school. We hope that the students are now feeling more confident about starting in September. Included in the letter today are several key aspects, so please do read and action them.

### Walesby

One aspect of the induction evening that I hope sparked conversations at home, was the mention of a visit to Walesby Activity Centre early in the Autumn term. This is a wonderful opportunity for the children to bond with their new tutor group and hope that all 330 children can attend. I have attached to this letter a separate one with all the details about this exciting opportunity. **Please note if you do not log into Edulink (Details attached) and complete the medical and consent sections your child will be unable to attend and no refund will be issued.**

### Transition Booklets – Work over the summer

Also attached you will find the Rushcliffe transition booklet. This is entirely **optional** task, however completing the booklet will certainly help with life when they arrive on the first day in September. Included in the booklet are such tasks as, learning to read a Rushcliffe timetable, finding your way around school and uniform and equipment lists. A copy of this booklet will also be delivered to the Feeder primary schools this week and I gave copies out at the non-feeder event a few weeks back. If you are a non-feeder student, who couldn't attend that event and requires the booklet to be printed and sent home, please do let me know by Thursday 20<sup>th</sup> July and I can arrange that for you. Simply email [transition@rushcliffe.notts.sch.uk](mailto:transition@rushcliffe.notts.sch.uk) with the subject title "transition booklet" and include the students full name and address.

### EdulinkOne

EdulinkOne is the school's communication platform and how we gather information on students. This information includes the **student's medical needs** and up to date **contact details** such as parental emails and telephone numbers.

In this letter I have enclosed a guide on how to ensure these details are correct for September. From September we will move over to a new system, but all the details captured will be move with them. Detail of the new systems for September will be released in the new year to all parents together. For now, EdulinkOne is the location that you are able to access a range of information for your child including their timetable for September.

Alongside this letter you have been issued your log in details for Edulink One and these should arrive in your email inbox by the end of the day. Please check your junk inbox if these do not arrive in the next few days and then contact the school on [data@rushcliffe.notts.sch.uk](mailto:data@rushcliffe.notts.sch.uk) who will be able to re issue them.

### Medical Needs – EdulinkOne

Whilst I have previously asked for anyone on a health care plan or with regular medication to contact Nicola Roberts (School Nurse) we now require information from all students. To update the information please use Edulink One and follow the instructions attached. We are also asking that parents complete this for students who have no specific medical needs by simply typing 'No medical needs' into the information box. In doing so, it enables us to act quickly in an emergency instead of having to contact you and find out if there is any relevant information we need to be aware of. As mentioned above and previously if your child has any specific medical issues, health care plans or requires support with their medication, then please contact Nicola Roberts via the school telephone number.

### Consents – EdulinkOne

furthermore, prior to the students starting in September we also require consent for a variety of aspects of school life and these are listed below. An instructional guide is also available at the end of this document to guide you through this.

- Emergency Medical Consent
- Biometric data consent – payment in the canteen (Consent is assumed unless we are informed otherwise – see attached sheet for info)
- Photography and video consent
- Schools visits consent (You need this prior to Walesby, alongside the online consent form in the Walesby letter)

We politely request that all the information is completed ASAP and by August 31<sup>st</sup> at the latest, ready for when students begin the school year. **Please do not assume we get any medical information or consent from Primary schools.**

### General

We are nearly there in terms of transition. I will write to you all again at the end of this week, with the confirmed plans for September and the exact details of what the students will be doing in the first few days, alongside tying up any loose ends such as logging in to add dinner money, secure lockers and pay for trips.

Enjoy the sunshine this week.

Yours faithfully



Lyndon Crawley  
Assistant Principal

### Summary

- Walesby activity letter included with this one – must read that.
- Rushcliffe Transition booklet is attached. Copies will be delivered to feeder primary schools this week.
- You will get log in EdulinkOne details tomorrow
  - If not arrived, check junk and then email [data@rushcliffe.notts.sch.uk](mailto:data@rushcliffe.notts.sch.uk) who will assist you.
- Last letter will come later this week with the September plans on
  
- **Actions needed by parents/future pupils:**
- Read Walesby letter and give the consents required (Payments details will follow soon)
- Log into EdulinkOne as shown in attached letter and update your:
  - Contact details
  - Medical information
  - Consents