

Unity College

Towneley Holmes, Burnley, Lancashire BB11 3DF
Tel: 01282 683010 • Fax: 01282 683012
www.unity-college.com • enquiries@unity-college.com

Dear Parent / Guardian

I am delighted that you have chosen Unity College for your child's secondary education. At Unity College we believe in a three way partnership of students, parents and staff working together with one aim in mind – that of providing the very best education that we can for each individual student. Parents are vital to our success, and I hope that you will take an active and inclusive role in college life.

I am writing to you to offer your child an exciting opportunity during their last half term at primary school before transferring to Unity College in September. All the year 6 students who are coming to Unity College in September have the opportunity to spend two days per week at Unity College from Thursday 23 June 2016 until Friday 15 July 2016. The days we are offering are Thursdays and Fridays. Your child's primary school is aware of this arrangement and fully supports this transition programme. **If there are planned trips and activities for year 6 in primary school on any of the Thursdays or Fridays then these activities will take priority and students will attend their primary school on those days.**

Please complete the permission forms in the enclosed booklet which includes a placement form, medical form, registration form and various permission forms prior to the transition days.

On a Thursday and Friday from 23 June 2016 year 6 students will be expected to make their own way to and from Unity College. The students will finish college slightly earlier at 3pm. A free lunch will be provided on each of the days your child attends Unity College in June and July 2016. We would like students to come to college in their usual school uniform.

I am sure you see the huge benefits this transition programme will give your child as it is a fantastic way for them to get to know their new teachers, build friendships and explore their exciting new college building and facilities. Our aspiration is to build on students' learning from the primary phase to help us set appropriate challenges for the next stage of their learning progression before your child even starts at Unity College in September 2016.

On **Tuesday 28th June 2016** we will be holding our **Year 6 Parents' Information Evening**. Due to being oversubscribed this year again there will be a meeting **at 5.00pm and one at 6.00pm**. You can attend either the 5.00pm meeting or the 6.00pm meeting. There will be no need for your child to attend on the evening but it is very important that you as a parent are able to attend so that you gather the information that you need before your child starts at Unity College in September. If you do have child care issues your child can come with you on the evening and will be supervised in college during the meeting.

I would like to take this opportunity to tell you more about Unity College. Unity College has a vision to be outstanding. I attach a copy of the college vision for you to read so that as a key stakeholder at Unity College you can share in the college's aspirations and support us as we strive to offer an outstanding education for your child. As part of this vision we have a huge focus on literacy and oracy with an ambition that all students read well and develop a love of reading. **Your child will be expected to have something to read in their school bag every day from September.**

Your child will start at Unity College on Monday 5 September 2016. I attach a holiday list for 2016/2017 for your information. College starts at 8.45am prompt so students will be expected to be in the building by 8.40am. The college day ends at 3.10pm each day. ALL students are expected to stay on site throughout the college day. At Unity College we offer an after school homework club from 3.10pm until 4.30pm Monday to Thursday. Your child does not need to book into these sessions, they just need to go to the ICT rooms where staff will be available to supervise

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students and support them with their homework. We also offer a wide range of after school clubs and your child will find out more about these clubs once they start in September.

Holidays should not be taken in term time and will not be authorised unless there are exceptional circumstances. All holiday requests should be made in writing to the Headteacher prior to booking the holiday. We will continue to refer for penalty notices for unauthorised holidays and for persistent poor attendance.

We have a cashless catering system at Unity College and students will be trained on how to use this on their visits over the next few weeks. Your child will have their thumb print scanned and I attach information about this system. Your child will be able to credit their account with cash when they arrive on the morning of Monday 5 September 2016. In September you will receive information regarding our on line payments via Parent Pay if you wish to use this system. For students on free school meals your child's account will be credited each day for a free meal.

Students must be in full uniform every day. The college jumper is optional but every child **MUST** have a blazer. If there are any financial difficulties at home preventing your child being in full uniform can you please contact us at Unity College. It is essential that all students are in full uniform at all times creating a "dressed for business" atmosphere throughout the college. There are a number of retailers that sell Unity College uniform and PE kit. Further information regarding this will be available on Tuesday 28 June at our Year 6 Parents' Information Evening. Hair styles and colour must also conform to a "dressed for business" ethos with no unnatural hair colours or extreme hair styles. Jewellery at Unity College is not permitted except for a watch. We do not allow any piercings. **If your child wishes to have a piercing done please can you ensure that it is done at the beginning of the summer holiday so that it can be taken out for the start of college in September.**

All students in year 7 will receive a free college tie. The ties are in House colours as we have a House system at Unity College. Your child will be allocated to one of our houses North, South, East or West House. Your child will be given the correct coloured tie on Monday 5 September depending on which house they are in.

As so many parents drop off and pick up their child from college we have a system in place that all parents need to adhere to. I ask that, in the mornings, if you are dropping your child off in a car that you drop your child off on the turning circle only. Please ensure that you park in the drop off area. Please leave promptly after dropping off your child. Do not park on the college car park, including the disabled parking bays. Please drive slowly and give students the right of way at the crossing at the entrance of the college.

At the end of college parents **ARE NOT** to enter the college site to collect their child and access for parents in cars will be prohibited from 2.30pm until 3.20pm. Please park on the car park opposite the college if you are collecting your child. I am aware it is a pay and display car park but as long as you do not leave your vehicle you will not have to pay.

Please park sensibly on the pay and display car park to allow cars to enter and leave the car park. **DO NOT** park along Towneley Holmes Road as you may be issued with a fixed penalty notice. The only cars able to access the college between 2.30pm and 3.20pm are to collect a child who has a disability. The speed limit on Towneley Holmes is 20 miles per hour and on the college site it is 5 miles per hour.

The back of college is already heavily congested with parents picking and dropping off youngsters at Brunshaw Primary School so I ask that you only use the front of the college to collect and drop off your child. Any more cars in that area would be extremely dangerous and cause unnecessary stress to the local neighbours.

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If you are picking up your child after an after college club you will be able to collect your child from the turning circle on the college site. If you are coming into college during the college day for a meeting you will be able to park on the college site including the turning circle.


At Unity College all students are offered a personal locker. If your child would like to make use of a locker **please return the payment** with the enclosed booklet. There are enough lockers for every child.

Our college building is fantastic and will offer your child a brilliant learning environment over the next five years. You can find lots of interesting information on the college website www.unity-college.com.

If you have any concerns or worries over the next few weeks please do not hesitate to contact our Year 7 Transition Manager, Mrs Oakley, at college either via telephone or via email on c.oakley@unity-college.com.

I look forward to meeting you on Tuesday 28 June 2016 at either 5.00pm or 6.00pm for our Year 6 Parents' Information evening.

Yours faithfully



S Cryer (Mrs)
Headteacher