

# Melksham Oak Community School

*raising aspirations, learning for life, success for all*



June 2018



Dear Parent/Guardian,

## **Re: Year 5 Day – Wednesday 4<sup>th</sup> July**

We are very excited to be able to offer your Y5 child the opportunity to spend the day at Melksham Oak Community School. The purpose of the visit is to help familiarise your child with their prospective Secondary School; this is irrespective of whether individual pupils are likely to apply next year to join us in 2018. Your child's class teacher will accompany their class.

The date of this visit for Forest & Sandridge Primary, St. Mary's Primary, Aloeric Primary and The Manor Primary is Wednesday 4<sup>th</sup> July.

Our school day begins at 8.40am and ends at 2.50pm. Please can you arrange transport to and from Melksham Oak Community School on this day. Please bring your child to the pupil drop-off area in the school car park, but not before 8.30am. This is clearly signposted. Please ask your child to congregate by the community entrance where members of staff, their primary teachers and student helpers will guide them through the school into the Year 7 garden where they will register with their Primary Class teacher. Please collect your child from the same place as you left them. Please be aware, traffic is very heavy at 8.30am. At the end of the school day we will bring the children out at 2.40pm in order to ease congestion.

Please can you provide a packed lunch for your child. If your child is entitled to free school meals our canteen staff will prepare a packed lunch for them. Please e-mail ([furnivallj@melkshamoak.wilts.sch.uk](mailto:furnivallj@melkshamoak.wilts.sch.uk)) your preference for ham, tuna or cheese sandwiches.

Your child should wear their PE kit and trainers. Please ensure your child brings their pencil case.

We look forward to meeting your child on 4<sup>th</sup> July.

Please do not hesitate to contact me if you have any queries.

Yours faithfully,

Jane Furnivall  
Assistant Head Teacher

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