

Dear

I am delighted that <name> will be joining us on <date>.

The Stoke College website, [www.stokecollege.co.uk](http://www.stokecollege.co.uk) is a valuable source of information. We use the website for news as well as urgent notices, which are usually e-mailed to you as well. The website it contains information such as term dates and uniform lists as well as a range of important policies (go to the School button on the homepage). In particular you will find our:

Anti-bullying Policy; Safeguarding Policy; Complaints Policy; Disability Policy; Behaviour including Discipline Policy; Exclusions Policy; Admissions Policy; SEN Policy (including EAL); Curriculum Policy; Health and Safety Policy Statement; Health and Safety on Outside Visits Policy; First Aid Policy; Academic Performance; Staff List.

For those who do not have access to the internet, we can provide hard copies, please ask.

There are some forms accompanying this letter which I would ask you to complete and return as soon as possible. The forms that I would ask you to sign and return are:

Form of Acceptance from the Parent Contract, Medical Form and Family Contact Form.

I would like to commend to you the work of the Parent Teacher Association, an organisation which I hope you will support and may wish to serve in a more formal capacity, perhaps as a committee member. You will hear more about this directly from the PTA.

I am looking forward to your association with Stoke College. We will do our very best to make sure it is successful. If at any time you would like to discuss progress (outside of parents' evenings), please do not hesitate to do so. The class teacher is the usual first point of contact. Please make an appointment via letter or by telephoning the Head's Secretary, who should also be contacted if you wish to make an appointment to see me or Mrs Neaves, Head of the Junior School.

Yours sincerely

Matthew Parker      Head