

19 July 2016

Dear parent/ carer

I am just writing to confirm the arrangements for the first day of your daughter's secondary education, on Friday **16 September 2016**.

She should arrive between 8.20 and 8.30 in her new school uniform. She should bring with her some writing equipment (pens/ pencils) a snack and drink for break 1 and a packed lunch as the school canteen will not be open on that date. If your eligibility for free school meals has been confirmed a packed lunch will be provided for your daughter.

During the day she will be photographed and we will provide her with her lunch card, which will enable her to use the cashless system in our canteen from the Monday, providing you have topped up her account via ParentPay. She will be participating in a number of activities with her tutor group for the whole day, and will start timetabled lessons on Monday 19 September.

If you have not yet registered for ParentPay, please email admin and ask for a copy of your activation codes.

The school day ends at 3.10pm at which time your daughter will be dismissed. Please make sure she knows her arrangements for getting safely home. There is no parking for parents at the school.

The school is now closed to students for the summer. If you have any questions, please email [admin@readinggirlsschool.net](mailto:admin@readinggirlsschool.net) This email address will be regularly checked.

We look forward to working with you and your daughter to make sure she achieves her full potential at Reading Girls' School.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P Dosanjh', written in a cursive style.

**Ms P Dosanjh**  
**Pastoral Leader Year 7**