

LRD/SDN

18th June 2026



Dear Parent/Carer,

A warm welcome to Cowley and your child's transition week!

We are very much looking forward to welcoming your child to Cowley and to their full week of transition. We understand that this can be a nervous time, but please be assured that our dedicated staff and student ambassadors are here to help, support and guide your child through the week. Each year our new students have an incredibly positive experience, and I expect this year will be no different.



Additionally, some of the children's Year 6 teachers are hoping to visit them during the week to help make the transition as smooth and welcoming as possible.



A couple of points to note:

- The 5 days run from 8:35am – 2:30pm (students can arrive from 8:15 am and should be on-site for 8:33 am)
- Drop-off and pick-up should be made outside the school grounds – please do not use the main staff car park as it gets incredibly busy at this time.
- All Year 6 students, even those with older siblings, should go directly to the school canteen for a prompt start at 8:35am each day.
- Students will use the Gamble Avenue entrance at the beginning and end of each day to access the site (this is where the majority of buses drop-off the students).
- Students are able to use the school buses at a cost of £1 for each trip. The bus timetables can be found on the YR 6 transition pages [Y6 - joining Cowley in September 2026 - Cowley International College - St Helens](#)
- Please do not park in bus stops on Gamble Avenue to avoid disrupting the school bus service.
- If your child requires prescribed medication during the school day you will need to bring the medication to the main office on the first day and fill out the relevant forms for this to be administered by one of our first aid trained members of staff.
- If your child has an appointment during the transition week and they will need to be collected during the school day, we ask that you call the school office in advance and let us know day, time and who will be collecting your child.
- Students will wear their primary school uniform from Monday to Thursday.
- On Friday, 3rd July, students should wear their primary PE kit for PE/Games activities.
- Please send your child with a re-usable water bottle; students have access to water fountains which they use to top up their re-usable bottles.
- Students can bring a packed lunch or use the canteen facilities during the 5 days.
- See attached from the canteen manager a school menu for the transition week and a price list to give you an indication what will be available from the school canteen.



- On Day 1 (29th June): Break and lunch food will be provided up to £2.60, which is more than sufficient for standard meals. If you feel that more money is needed, please send your child with additional funds for that day.
- Days 2-5 (30th June – 3rd July): Break and lunch will need to be paid for so send your child in with money (or bring a packed lunch)
- If your child is in receipt of free school meals, they will be able to receive food to the value of £2.60 on each day.
- Students will need to bring money to purchase food for transition week but before your child starts in September all parents/carers will be emailed their ParentPay login details that will allow you to add monies to your account to pay for meals.
- Students leaving at 2:30pm will be dismissed from the Gamble Avenue exit; please do not collect from the main College entrance.
- Students waiting for friends, siblings, or the College buses will remain in the College canteen until 2:45pm.
- The parents' evening is scheduled for Tuesday, 30th June 2026, at 5:00 pm, you should arrive at the 11-16 site main entrance. There is no need for students to attend as this meeting is directed at parents/carers.

If you have any questions, either about the arrangements for the 5 days or any other aspect of your child's transition to high school, please do not hesitate to contact us via email or on the number listed above.

We are excited to meet you and your child and to support them as they begin this new chapter.

Yours faithfully

L Rowland

L. Rowland

Assistant Principal