

20 May 2025

Dear Parents/Carers

Re: Year 7 September 2025 – Welcome Pack

To help you and your daughter prepare for September we have a tried and tested Induction Programme which begins with this Welcome Pack containing vital information and documentation attached.

Home School Agreement. A good starting point in setting out how we want to work with parents to support our new pupils is our Home School Agreement (document 1), which sets out how School, Parents and Pupils can contribute to the happiness and success of our pupils. We ask you to discuss this with your daughter

Please confirm you understand the Home School agreement before **27 June 2025** and confirm this by completing this form: <https://forms.office.com/e/1KX4qKKep4>

Uniform. Information about our uniform can be found on our school website ([Upton Hall School - Uniform @ Upton](#)), where it can be ordered. We are also hosting our annual Year 7 Uniform Sale on Tuesday 24 June and Wednesday 25 June from 4:00 to 6:30pm. Please see document 2 to book your one slot per family.

Dining. As a Healthy School, the food served in our Dining Room each day provides girls with a balanced diet. We have the “Main Event” which serves a range of hot dishes as well as our own “Pasta Cart”. Our Deli-bar serves salads, sandwiches and wraps as well as a range of other light dishes such as baked potatoes and paninis. We have Special Theme Days, Indoor BBQs and Daily Specials. However, if you prefer, your daughter may bring in a packed lunch.

Payment in the Dining Room is made using a biometric system which involves the use of a finger pad. The system is cashless and efficient. Scopay can be accessed via the link on our website or via the Scopay App which can be downloaded for your mobile device. You may also give your daughter cash which should be placed in the secure box behind Reception.

Scopay. Payment for trips, books and any purchases from the Dining Room should be made using our on-line system called SCOPAY. A set meal currently costs £4.50 a day and she might also need money for break-time and breakfast club if she arrives early. It is up to you how much money you top-up on your daughter’s lunch account. A separate email containing specific log in details for your daughter will be issued at a later date.

Locker. As part of the Year 7 starter pack, your daughter will have the use of a locker during year 7, after which there will be a yearly charge. However, parents are requested to provide a suitable padlock to keep all belongings secure. We recommend a key padlock with a large loop rather than a combination padlock.

Absence. If your daughter is unwell and cannot attend school, please email attendance@uptonhall.org by 8.30am or alternatively call the absence line 0151 641 8133. This is also to be used to advise us of future medical or dental appointments.

For all other queries please email yeareseven@uptonhall.org

Induction Evening for new pupils and parents: Tuesday 1 July, 7.00pm Sports' Hall

Our Information Evening for you and your daughter will take place on **Tuesday 1 July** at 7.00pm in the school Sports' Hall. You will have the opportunity to meet some of the Form Teachers, Mrs Jones (Head of Year), and senior members of staff. Every effort will be made to ensure that we answer your questions and give you the information you need to help your daughter make a smooth transition from Primary to Secondary School. Please enter the school grounds via the main gates on the corner of Saughall Massie Lane and you will find the Sports Hall on your left as you head towards the playing fields.

Induction Day for new pupils: Wednesday 2 July, 08.45am to 2.30pm

On **Wednesday 2 July** your daughter is invited to Upton Hall to sample some lessons, meet the other girls who will begin Year 7 in September and have a look around the school. Your daughter may arrive at the School Assembly Hall from 8.15am but must be in school by 8.45am at the latest. You may bring your daughter into school through the entrance at the crossroads at Upton Village. Senior prefects will meet you at the main pedestrian access at Upton crossroads. A drink will be provided at break-time but please provide £4.50 (in coins) to purchase lunch or your daughter can bring her own packed lunch.

Your daughter does not need to wear uniform but suitable clothing and sensible footwear are expected. Most pupils choose to wear the uniform of their primary school on this day. A notepad and writing equipment will be required. You are asked to collect your daughter from the lodge (by the traffic lights) at 2.30pm.

Even though we have students coming from 70 different primary schools, we hope to visit every child at their primary school between now and Friday 18 July. We are very much looking forward to meeting them.

We at Upton Hall School do our utmost to reduce our paper usage in order to save the environment, however if you require a paper version of these documents please contact the School Secretary, Mrs Stocker, cstocker@uptonhall.org

Although the meeting for parents and the Induction Day for new pupils seems a long way off and there are still many things to be achieved at Primary School, I want you and your daughter to know that we are looking forward to working in partnership with you to secure her success over the next seven years of their education.

I look forward to meeting you in July.

Yours sincerely

A Gaunt . *Paul McAleese*

Mrs A Gaunt & Mr P McAleese
HEADMISTRESS & DEPUTY HEADTEACHER