



# Birchwood Community High School

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Brock Road, Birchwood,  
Warrington, Cheshire, WA3 7PT

Tel: 01925 853500

Email: [contactus@birchwoodhigh.org](mailto:contactus@birchwoodhigh.org)

[www.birchwoodhigh.org](http://www.birchwoodhigh.org)



April 2025

Dear Parent/Carer,

It is with great pleasure that we welcome your child to start their journey with us at Birchwood Community High School. We are a forward thinking, exciting and most important of all, a happy school where students of all abilities, aptitudes and social backgrounds achieve together. The transition from primary to secondary school marks a significant and thrilling milestone in your child's life and we hope you find the information below useful to ensure a smooth transition over the coming months.

### Transition Days

So that students may familiarise themselves with the school, we invite them to join us for two full days during the summer term on **Tuesday 1<sup>st</sup>** and **Wednesday 2<sup>nd</sup> July 2025**. Upon arrival, students are kindly requested to report to the main office at the front of the school, where they will be greeted by a member of our team. We encourage children to wear their Primary School PE kit for the duration of these two days. Our exciting programme of activities aims to encourage student confidence in navigating their way around school the daily routines at BCHS. To facilitate their participation, we kindly request students to bring along basic stationery items (pen, pencil). For lunch, students may either bring a packed lunch or £3.00 to purchase a meal from our school canteen. We appreciate correct change and will make suitable arrangements for those students who usually receive free school meals at their Primary School. Further information about our transition days will be sent out closer to the above dates.

### New Intake Welcome Evening

We would also like to invite you and your child to our New Intake Evening on **Wednesday 2 July 2025**. The Induction Evening will start promptly at 4.30pm and ask that you sign in from 4.00pm at the at the front of school. This evening will provide valuable information about arrangements for our new students and offer you the opportunity to meet key staff members and address any queries you may have.

### Purchasing Uniform

During the Welcome Evening, your child will have the opportunity try on the new school uniform and order items. There is an online option to order on the night, which would require payment using a credit or debit card. If you have problems purchasing the uniform, please talk to Mr Burrows who will handle the matter sensitively.

### Lockers

If you would like to reserve a locker for your child, so that they have a place to store their belongings during the school day, please bring £10 to the New Intake Welcome Evening (£5 of which will be returned to you when your child reaches the end of Year 11). Lockers are not compulsory, and you can reserve them at any stage in your child's time at the school.



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## Information to be returned to school

Attached, you will find several documents for completion and return, or for your information. This information is crucial for ensuring accurate data on our system in preparation for September.

A Confidential Data Collection Form will be printed and delivered to your child's primary school for you to complete and return to us as soon as possible. Given our increasing reliance on electronic communication, it is particularly important that we have up-to-date mobile numbers and email addresses. You can either return this to us or hand in to your primary school and we will collect from there.

Once again, we look forward to meeting your child and hope they share in our excitement for the journey ahead at Birchwood Community High School. In the meantime, should you have any questions, concerns, or queries, please do not hesitate to contact us via email at [transition@birchwoodhigh.org](mailto:transition@birchwoodhigh.org).

Yours faithfully

Emma Mills  
Headteacher

For your information all documents below can be found at

<https://www.birchwoodhigh.org/joining-birchwood/>

### To be completed online

*Please click the link below and  
return to school*

[Student Friend Request Form](#)

### For you to keep

*Please click the links below to download*

[Information on School Uniform](#)

[School Holiday Dates](#)

[Privacy Notice](#)

*As part of our commitment to the environment, Birchwood Community High School is actively working towards reducing paper waste by encouraging the use of digital forms wherever possible. We kindly ask parents to consider accessing information electronically to support our efforts in this regard. However, should you require any of the information in paper format, please do not hesitate to contact the school office, where we will be happy to accommodate your request.*