



## TRINITY CATHOLIC HIGH SCHOOL (Science and Sports College)

Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon),  
FRSA

Website: <http://fc.tchs.uk.net>

MD/lis

07 September 2017

Dear Parents

As your child is in their last year of primary education, you must be giving some thought to your choice of secondary school for September 2018.

If Trinity Catholic High School (Science & Sports College) is one of the Schools you are considering for your child, our Handbook for Parents will tell you more about our School. Our Handbook is available on the School's website, at the address indicated above. A paper copy can also be obtained via contacting the Lower School office.

In addition we are holding an Open Evening on **Wednesday 20<sup>th</sup> September 2017, between 4pm and 7pm**, in the Lower Site Hall, Sydney Road, Woodford Green, Essex IG8 0TB. Parents are invited to look around the School, at their convenience in accordance with the following timetable: the School will be organising two opportunities for parents to visit at 4pm and 5.30pm. Both visits will commence with an address from Dr P C Doherty OBE (Headmaster) and will be followed by organised tours of the School. This is to allow parents to select the most convenient time for their attendance. At this meeting there will be an opportunity to view the School, to enquire as to matters of School policy, and ask questions concerning arrangements for application. Information relating to all aspects of the Admissions process, including parish boundary maps will be available on the evening. This information is also available on our School's website. Subsequent enquires relating to this or any other aspect of the admissions process should in the first instance be directed to **Mr M Dalton, Director of Lower Site, telephone number 020 8504 8946**, or you can email the Admissions Secretary on [LynseyScrivens@fc.tchs.uk.net](mailto:LynseyScrivens@fc.tchs.uk.net). Dr Doherty OBE (Headmaster) will be giving an address in the Lower Site hall at 4pm and 5.30pm.

In the meantime, please note the following information:-

**Certificate of Catholic Practice.** If you wish to forward a Certificate of Catholic Practice in support of your application, these forms are available from your Parish Priest/office, the Priest to whom you are known, as appropriate or from the Diocesan website (<http://www.dioceseofbrentwood.net/departments/education/school-admissions/>). Please note that the Parish newsletter/noticeboards will normally give information relating to the appointments procedure. You must then contact your Priest to arrange an appointment to



**discuss your Certificate and arrange for either your priest or yourselves to return it to the School.**

**Please note: it is the responsibility of the applicants' parents or guardians to ensure that the Certificate of Catholic Practice is received by the School either by the Parish Priest or the Priest to whom you are known. Your child will not be considered under the categories Points 2 and 3 relating to Catholic applicants unless you arrange for your completed Certificate of Catholic Practice and Baptismal Certificate to be returned to Trinity. It is advisable to forward a stamped self-addressed envelope to the School if you wish to receive confirmation of receipt. The deadline for these references is 31<sup>st</sup> October 2017.**

Please note if you are applying to more than one Catholic school you will need to ask your priest to forward/make arrangements for certificates to be forwarded to each Catholic school. Please be aware that putting Trinity Catholic High School as your first and/or only preference on the Common Application Form does not guarantee your child a place at Trinity Catholic High School. We advise completing your Common Application form, filling in all preferences.

**Arrangements for Application:-** Applicants should study their Local Authority's website for information relating to transfer to secondary schools.

To ease congestion on the Open Evening, we request that visitors to the School pay careful attention to the parking regulations that are in force. It would also be helpful for visitors using Sydney Road to create a one-way system via entering from the High Road and exiting via Sunset Avenue/Golf Course.

If you have any special needs with regard to attending the above evening, or in relation to receiving the above information in a different format, please contact the Lower School office on 020 8504 8946 or email the Admissions Secretary on [LynseyScrivens@fc.tchs.uk.net](mailto:LynseyScrivens@fc.tchs.uk.net)

Yours sincerely

*M Dalton*

Mr M Dalton  
Director of Lower Site

