



HITCHIN GIRLS' SCHOOL

Highbury Road, Hitchin, Hertfordshire SG4 9RS

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www.hgs.herts.sch.uk

Headteacher: Mr J. E. Crowther



Ref: 304

15 June 2026

Dear Year 6 families,

We are busy getting ready for New Intake Day and ensuring that everything is in place for your child to have the best possible start at HGS in September.

Your child is expected to join us for the day on New Intake Day, Thursday 9 July.

Your child needs to arrive at **the school gate by the bridge over Highbury Road or the side gate on Windmill Hill at 8.30am. Parents are not permitted onsite and NO drop-off is permitted in the school car parks or on the zig-zags on Highbury Road.**

- Our Head Girl, Deputy Head Girls, House Captains and Prefects will be at the gates to welcome your child and walk them to the Lower School Hall. Key staff will also be available to support them if needed, including our Learning Support and Pastoral teams.
- If your child has a mobile phone **they MUST turn it off and store it in their bag** for the duration of the day.
- Your child will be dismissed from **the side gate on Windmill Hill at 3pm**. Please arrange in advance for your child to either be collected or make their own way home. Children waiting for HGS siblings to finish at 3.30pm should wait on the benches by the main building.
- During New Intake Day your child will find out which **tutor group / House** they are in.

What your child needs to wear / bring on the day

- Their usual primary school uniform
- Filled, named water bottle
- Pencil case
- Suncream/hat if the weather is hot
- Their completed [This is Me](#) sheet
- Small snack for breaktime (no nuts / nut products please)
- Packed lunch (no nuts) **if they are not having school lunch** (see ordering information below)
- Any medication that they may require on the day. **This must be in a named sandwich bag / small tupperware with clear instructions. All medication MUST be handed to their form tutor** (we will remind students to do this). If your child has a significant medical condition that you need to discuss with us in advance of 9 July. Please ring the school office on 01462 621300 and ask for Scarlett Lennon.



ACTION REQUIRED - ParentPay and New Intake Day Lunch

Lunch choices for New Intake Day are as follows, and need to be selected and paid for in advance through ParentPay, the online payment system we use at HGS.

1. Pork Sausages, roast potatoes, vegetable medley plus cookie
2. Macaroni cheese, roast potatoes, vegetable medley plus cookie (vegetarian)
3. Roasted veg bean bake, roast potatoes, vegetable medley plus cookie (gluten-free/vegan)

You will shortly receive an email with your unique ParentPay login details and instructions for setting up your account. This is designed to be a quick and easy process. Once you have set up your account please select and pay for your child's New Intake Day lunch (£2.85). Please do this by **Monday 30 June**.

If your child is in receipt of Free School Meals please set up a ParentPay account for use from September, but order your child's New Intake Day lunch on [this Google form](#) by **Monday 30 June** (no payment required).

If you have an older sibling at HGS and already have a ParentPay account, you will still receive unique login details for your new starter child. You will need these when you click **Add Child** in your existing ParentPay account.

Even if your child will be having packed lunches you will need to set up a ParentPay account for other purchases that you may make during their time at HGS.

During New Intake Day, **we will scan your child's thumbprint** if you have given permission for us to do so. This data will then be linked to your ParentPay account, so that your child can simply place their thumb on the readers by the tills when purchasing food and drink from September.

Details and timings for New Intake Day Information Evening, Thursday 9 July, various times between 5 and 7pm

This event is intended for all our new starters and their parents/carers, and will take place in the main school building. With 210 families to accommodate space will be a little tight, but if you do need to bring younger siblings, this is absolutely fine - they may just need to sit on your lap. Please do not bring buggies unless they are essential. If you require wheelchair access please inform us in advance via newintake@hgs.herts.sch.uk.

- If your child is in tutor group **7A, 7B, 7C or 7F, please arrive at 5pm** and go straight to the Main School Hall for a presentation from 5.10pm to 5.55pm. You will then have the opportunity to meet some form tutors, Heads of House and House Prefects as well pop ups for our Nearly N'Uniform, House merchandise, BEAT School Uniforms, Smarty School Uniforms, Phase Hitchin and Freedom Tech (our chromebook supplier). There will also be the opportunity to try some 'tasters' provided by our school caterer, Aspens.
- If your child is in tutor group **7J, 7P, 7R and 7T, please arrive from 5.15pm** for the opportunity to meet some form tutors, Heads of House and House Prefects as well pop ups for our Nearly N'Uniform, House merchandise, BEAT School Uniforms, Smarty School Uniforms, Phase Hitchin and Freedom Tech (our chromebook supplier). There will also be the opportunity to try some 'tasters' provided by our school caterer, Aspens.
Please go to the Main School Hall for a presentation from 6.05pm to 6.50pm.
- **The evening will finish at 7pm** and there will be light refreshments available.

There will be some limited parking available onsite for the evening but if you are able to walk / lift-share please do so. Please give yourselves plenty of time to find a parking space on the surrounding roads if needed.

Start of term: Thursday 3 September

We will be sharing more details at the Information Evening but for your diaries:

- **Term starts for Year 7 on Thursday 3 September** and students will need to be in full HGS uniform and arrive at school for **8.40am**.
- **Induction Week runs from Thursday 3 to Friday 11 September** and is a fun-packed, informative and exciting week of activities, to help Year 7 settle in, become familiar with their new school, make friends and start to feel at home.
- **On Friday 11 September we will be holding our Celebration and Information Evening for all Year 7 families**. Details to follow.

Extra transition day for children who are the only one coming from their primary school

*If your child is the only student coming to HGS from their primary school, they are invited to an additional transition day on **Wednesday 1 July, 11am - 3pm**. Please bring them to the main school reception at 11am. You will need to collect them from main reception at 3pm.*

What your child needs to wear / bring on the day

- *Their usual primary school uniform*
- *Filled, named water bottle*
- *Pencil case*
- *Packed lunch (no nuts / nut products please)*
- *Any medication your child may require on the day. **This must be in a named sandwich bag / small tupperware with clear instructions***

The day will be spent completing fun challenges and playing team-building games, and will also include seats at the HGS Gym and Dance Display in the afternoon.

HGS website: new starter information

The New Starters section of our website will go live on Monday 22 June and is intended to be a one-stop source of information. If you have any query that is not answered here or would like to discuss anything else, please do not hesitate to contact us on newintake@hgs.herts.sch.uk. We are exceptionally busy with primary school visits at the moment so we apologise in advance if we are not able to reply to you immediately.

Best wishes,

Mrs Caroline Hone & the HGS Transition Team

LETTERS PREVIOUSLY SENT

[Optional appointments](#)

[Welcome](#)

