



Executive Headteacher  
Head of School

Address

Telephone  
Email  
Website

Rev. C Millwood MA NPQH  
Mr R Bradley MA PGCE NPQH

Buckswood Drive, Gossops Green,  
Crawley, West Sussex, RH11 8JE

01293 423690  
office@holytrinitycrawley.org.uk  
www.holytrinitycrawley.org.uk

Dear Parents and Carers,

### **Welcome to Holy Trinity Church of England Secondary School**

I am delighted that we have been able to offer your child a place at The Holy Trinity Church of England Secondary School. Welcome to our school community – I very much look forward to working in partnership with you over the coming years.

Attached to this email is an electronic Registration Form. Please ensure this is completed by **30th April 2026**. If you are unable to complete the electronic form, please contact: **admissions@holytrinitycrawley.org.uk** for assistance.

Transition to secondary school is an exciting time, often accompanied by a little apprehension for both students and families. At Holy Trinity, we pride ourselves on providing a smooth, supportive and successful transition from primary to secondary school. I am therefore writing to outline the key stages of our transition programme so that you can note these important dates in your diary:

- **Information Evening 1 – Tuesday 30th June 2026, 4:00 pm to 5:30 pm**

An exciting aspect of learning at HTS is our use of iPads. Every student joining Year 7 will receive an iPad and Apple Pencil. There is no charge for the initial provision of these items, as they are integral to your child's learning. At this event, you will receive full details about this provision, key information about the school and Transition Day, and have the opportunity to meet your child's tutor. This evening will be for parents and children, with a separate programme for each.

- **Transition Day – Wednesday 1st July 2026**

All new students will spend the day in school as their first introduction to life in a secondary school.

- **Summer School – Monday 17th to Thursday 20th August 2026**

Summer School began during Covid, when the Transition Day was unable to take place. We found that students who attended settled much more quickly in September, having already become familiar with a number of staff and the layout of the site. We have therefore continued to offer Summer School each year. All new students are invited to attend, and we strongly encourage you to keep these dates free wherever possible.



The Holy Trinity School is a Church of England (voluntary aided) School  
West Sussex County Council



Executive Headteacher  
Head of School

Address

Telephone  
Email  
Website

Rev. C Millwood MA NPQH  
Mr R Bradley MA PGCE NPQH

Buckswood Drive, Gossops Green,  
Crawley, West Sussex, RH11 8JE

01293 423690  
office@holytrinitycrawley.org.uk  
www.holytrinitycrawley.org.uk

- **Information Evening 2 – Tuesday 1st September 2026, 4:30 pm to 5:15 pm**

This final stage of preparation takes place immediately before your child's first day at school. This is an important event and will ensure that both you and your child know exactly what to expect and what is required when they join us. Please ensure you attend with your child.

- **First Day of Term – Wednesday 2nd September 2026, 8:45 am to 3:10 pm**

On this day, only Year 7 and some Sixth Form students will be on site. The day will continue with transition activities to ensure your child feels confident and fully prepared when the rest of the school community returns over the following two days.

Further information about each of these events will be provided in due course. To ensure that you and your child have the most positive transition experience possible, we ask that you attend all of these events, even if you have had other children attend Holy Trinity previously.

As Executive Headteacher of The Holy Trinity Church of England Secondary School, I am passionate in my belief that every student should be happy, feel safe and secure, and achieve their full potential. I want your child to feel valued, challenged and fulfilled, and to be inspired through a broad and balanced educational experience.

We are a Church of England school, and our Christian values are at the heart of all that we do. Our Vision Statement is: **"To be a centre of excellence for learning inspired by Christian values where every person in our school community fulfils their potential,"** and our mission is to be **"a deeply Christian inclusive community which values every individual as a child of God."**

One of the great strengths of Holy Trinity is the pride our students take in being part of the school community. They recognise the positive impact this community has on them and on others. Each student has an important role to play within the life of the school; for a school is not simply a building, but a community of people who strive to support and care for one another so that together we can be the best we can be.

I would like to take this opportunity to ask for your support of the school and of your child as they find their place within our community. Please encourage them to take an active part in school life and to always make a positive contribution.



The Holy Trinity School is a Church of  
England (voluntary aided) School  
West Sussex County Council



Executive Headteacher  
Head of School

Address

Telephone  
Email  
Website

Rev. C Millwood MA NPQH  
Mr R Bradley MA PGCE NPQH

Buckswood Drive, Gossops Green,  
Crawley, West Sussex, RH11 8JE

01293 423690  
office@holytrinitycrawley.org.uk  
www.holytrinitycrawley.org.uk

Whilst your relationship with your child's secondary school will be different in many ways from that which you had with their primary school, we believe it to be of equal importance. Your role as parents and carers is vital to your child's success, and we are committed to working in close partnership with you. In the first instance, we encourage you to develop a strong relationship with your child's form tutor and to keep them informed of any day-to-day matters.

Please do not hesitate to contact us if anything is causing you concern. As we have a long waiting list for places, if you decide that you no longer require a place for your child at Holy Trinity, we would be grateful if you could let us know at your earliest convenience by emailing [admissions@holytrinitycrawley.org.uk](mailto:admissions@holytrinitycrawley.org.uk), so that the place can be offered to another applicant.

I very much look forward to welcoming your child into the Holy Trinity community and to watching them grow and flourish over the coming years.



With Kind Regards

A handwritten signature in cursive script that reads 'Christina A. Millwood'.

Rev. C. Millwood  
**Executive Headteacher**



The Holy Trinity School is a Church of  
England (voluntary aided) School  
West Sussex County Council