

Ref. [Child Forename Surname] - [Reference number]

8 June 2020

Dear Parent/Carer of [Child Forename Surname]

### **Update regarding completing the Y6 Transition Pack, including new online data collection form**

I hope my letter finds you and your family well and that the current events have not been too difficult. We continue to work hard on aiming to provide support and reassurance to help you and [Child Forename] look forward to joining us in September on the next stage of an exciting academic journey.

We hope you have found our means of communicating with you since my initial letters in March and April, helpful. As you know, we use our Facebook page: <http://www.facebook.com/OutwoodNormanby> and Twitter account [@OutwoodNormanby](https://twitter.com/OutwoodNormanby) to stay in touch, alongside occasion emails. Our texting service (called GroupCall) takes longer to set up, but rest assured it is the most efficient way to let you know of important letters going out, usually electronically, and will be ready soon. This letter, because it has private details, is coming via post on this occasion.

Thank you if you were able to order the free online uniform bundle. If you haven't managed to, the link to measuring tips videos and the online form is here: [www.normanby.outwood.com/blog/news/3949](http://www.normanby.outwood.com/blog/news/3949) but please do not submit an order more than once. Spare uniform purchases can be made via a different link that is clear on our usual uniform website page here: [www.normanby.outwood.com/uniform](http://www.normanby.outwood.com/uniform)

Likewise, thank you if you were able to share your email address, mobile number and some information about [Child Forename]'s current access to online learning. The link that I asked you to follow is below if you need it again, but no need to repeat of course: <https://forms.gle/17DceLVKBM9PTcPN9>

**I write today mostly to draw your attention to an electronic version of the data collection form from the Transition Pack that we have already posted home.** We are starting to get completed paper packs back via the post, or dropped off in the special box in Reception between 9am-3pm each week day.

**In order to help you, we have created an online version of the data collection form from the Transition Pack,** which may be more convenient to complete. It also allows some double checking on our part, as we enter details into our SIMS database.

Completing this online form should take no longer than 10 minutes, and to start it off you will need to enter your child's OGAT Student Reference Number, which can be found below, to enable us to verify your identity. The form will take you through a series of questions. While possible to complete on a mobile phone, it would be advisable to access the form on a tablet or computer.

To access the form, please visit <https://datacollection.outwood.com>

**Your child's OGAT Student Reference Number is: [Child Reference Number].**

Please can I ask that you complete this form online, or complete and return the paper copy of the form to the school, by **Monday, 22 June 2020 at the very latest?** If you don't have access to the internet, and need a duplicate paper copy sending home, or have any issues at all about this, please contact Miss Gibson, our Transition Lead, by email to [transition@normanby.outwood.com](mailto:transition@normanby.outwood.com)

Of course, we are also working closely with your child's primary school to collate the information we need to provide the best possible education for your child when they start with us here at Outwood Normanby.

As you are hopefully aware, we keep our website page [www.normanby.outwood.com/transition](http://www.normanby.outwood.com/transition) up to date too, with (hopefully) all the information you need, and answers to questions that we have been asked. Information there includes:

- Copies of all letters and emails sent to Y6 parents
- Copies of the paper Y6 Transition Pack posted home, including relevant policies to read and agree to
- Uniform details including the free uniform bundle collection date on 31 July.
- Key contacts including the SEND/Inclusion Team should you have any specific SEND questions
- Details about additional transition support for vulnerable students and those with special educational needs
- A virtual tour around the school site
- Introduction videos by some key members of staff for transition

In the meantime, I hope you and your family are well, and where [Child Forename] is now starting to access primary school again, that that is proving helpful too.

Stay safe.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Andrew Wappat', with a long horizontal line extending to the right.

Andrew Wappat  
Principal