

Parent/Carer of: «FORENAME» «SURNAME»

«Address\_1»

«Address\_2»

«Address\_3»

«Address\_4»

15 July 2020

Dear Year 6 Parent/Carer

### **Information regarding Year 6 free uniform bundle collection on Thursday 30 July**

As we approach the end of term, I hope you and your family are well. I wanted to thank you for your support so far, helping «FORENAME» to access our Transition website information, alongside working through the Transition Booklet we posted home. If you have not seen our Transition page yet it is here:

<https://www.normanby.outwood.com/transition>

We continue to work behind the scenes on getting everything ready for «himher» in September. Given that the usual July Transition Week was not able to happen due to Covid-19, we are working hard to make alternative plans for the first day of term in September for Year 7, and indeed their first few weeks too. We want to blend some of the usual transition activities that have been missed, with working on the key skills that «heshe» will develop as «heshe» embarks on «hisherl» secondary education. Of course, we are also reflecting on the best way to identify and close any gaps that have appeared in skills and knowledge during the 'lockdown' period.

We have, as you'd expect, been in contact with «FORENAME»'s primary school to gather pastoral and academic data, including information about any additional needs that «HeSheI» may have. September will bring many challenges for all schools and we would like to share details about the first few weeks of September with you:

- Year 7 students will start on Wednesday 2 September. They will be the only year group in school that day.
- All students will be placed into year group 'bubbles', and breaks and lunchtimes will be staggered to maintain these bubbles to ensure we follow government guidelines and support the country in tackling the spread of the COVID 19 infection. This means that the structure of the school day will be different to 'normal' and periods/break time/ lunchtime will not operate as we shared with you on the Open Evening back in September.
- Year 7 will be placed into year group tutor groups, and will initially be taught in these groups for all lessons, staying in the same base classroom for most periods (with the exception of some specialist lessons).
- We will of course be working on supporting mental wellbeing, reminding students about effective study skills, and nurturing their sense of belonging to their tutor group, year group and the school as a whole. We will also aim to identify literacy and numeracy levels to allow for intervention and early support where needed.

There are some other key elements we wanted to draw your attention to:

## Uniform Collection

Thank you for completing your online order with Trutex. The collection date is Thursday 30 July, and you will be allocated a time slot on this date. You will appreciate the need for time-slots to minimise the number of people gathering at any one time, to adhere to social distancing, and the need to limit collection to one family member per child. Your collection time slot is:

Your uniform collection day/time slot is: **Thursday 30 July «Uniform\_Collection\_Time»**

If you are unable to attend during that time, please can you try to arrange for another adult to come in at that time instead to collect uniform on your behalf. Please then take the uniform home and arrange for «FORENAME» to try it on that same day. If you need to exchange an item due to size problems, you must retain the original packaging with hangers and tags. Uniform can be returned/exchanged ONLY on Friday 31 July 11.00am – 1.00pm for boys and 1.00pm - 3.00pm for girls. You can come at any time in that time slot.

## First Day - Wednesday 2 September

We expect to see students arrive by 8.20am. Where weather permits we will ask Year 7 to gather on the outside yard to chat to friends in small groups. There will be a short welcome address, and then students will learn of their tutor groups and be taken to their tutor base. During the day students will be given their planners and timetables, have a tour of the school, receive a presentation from the Principal and spend time with their tutor, going through lots of the details that they will need to know to successfully get started at Normanby. The day will finish with an inter-tutor group quiz based on the school and the transition information they have received. No doubt a fun, informative end to a busy day!

## Lunchtime

The academy uses 'ParentPay', an online payment system for lunches, which allows us to be cashless, which in turn helps during Covid-19. Parents add money to accounts online, so students don't have to worry about carrying cash. We will be posting letters home over the summer with login details. Please do go online, log in and follow the 'ParentPay' instructions to ensure money is in place for the first day. This will be a big help! «FORENAME» will then be able to buy food in school.

We have scheduled time on the first day of term to complete fingertip scanning, so that «heshe» can use the system in the normal way immediately. All dietary requirements can be catered for, and we will post example menus on our website over the summer. Students are of course welcome to bring a healthy packed lunch instead to eat in our dining area with their peers.

Please do not hesitate to contact Miss Gibson via [transition@normanby.outwood.com](mailto:transition@normanby.outwood.com) should you have any further questions or concerns.

We look forward to meeting you soon.

Yours sincerely



Andrew Wappat  
Principal