

Parent/Carer of: «FORENAME» «SURNAME»

«Address\_1»

«Address\_2»

«Postcode»

14 July 2020

Dear Year 6 Parent/Carer

**Urgent request to complete/return the Y6 Transition Pack and/or online Data Collection Form**

I write to ask for your help, as we aim to get all in place for September. **We in particular need to have the correct student details in our management information system, in order to generate ParentPay login details for things like school lunches.** In order to do this, we also need Year 6 parents to sign and return the various permission forms that we posted home a month or so ago.

**According to my records, I don't believe at this point you have returned the paper Transition Pack that was posted to you, or instead you have not completed the online Data Collection Form either (which some have found quicker/more convenient).**

Also, whilst we didn't ask for the return of «FORENAME»'s own Transition Booklet, we have had many returned and these have proven really helpful for getting to know our new Year 7, and to answer questions or concerns. **Might «FORENAME» be able to return «his/her I» Booklet to us too?**

Paper Transition Packs should be dropped off as soon as possible between 9.00am – 3.00pm each day, by Friday 17 July at the very latest, because we close for the summer break. Alternatively, you can complete this online form here: <https://datacollection.outwood.com> using the **Unique Pupil Number (UPN)** for «FORENAME» which is «UPN». This number has been posted to you previously.

We've produced a short survey for parents who've yet to return the Transition Pack. **Please can you fill it in** so we know whether you are on with the pack return, or need a spare posting out to you, or whether you need a hand? Thank you so much. It is here:

<https://forms.gle/epErCivoQU4xvnhg6>

**Once again, we need Pack returns by Friday 17 July at the very latest, to Reception or Online.**

All information relating to Transition is here: [www.normanby.outwood.com/transition](http://www.normanby.outwood.com/transition). We are also writing to all parents soon regarding September arrangements and we will post information on social media, and text (which relies on up to date Transition Pack information!) A reminder that Miss Gibson, Transition lead is also happy to help. You can continue to contact her via [transition@normanby.outwood.com](mailto:transition@normanby.outwood.com)

Many thanks in anticipation of your continued support.

Yours faithfully



Andrew Wappat  
Principal