

To the Parent/Carer of: **[Student Name]**

**[Address 1]**

**[Address 2]**

**[Address 3]**

**[Postcode]**

2 March 2021

Dear Parent/Carer

I am delighted that the Local Authority Admissions Team have written and offered your child a place at Outwood Academy Normanby from September 2021, and I would like to take this opportunity to wish you a warm welcome to our school community. I understand that you want the very best for your child and we will aim to build a close, friendly and effective relationship with you that will directly benefit your child's education.

As you know, Outwood Academy Normanby opened on the 1 September 2019. Our students and staff are on a rapid transformation journey, within the Outwood Grange Academies Trust (OGAT), and we are determined to raise standards and in turn transform the live chances of our young people. We are proud that every year since opening we have been oversubscribed for places in Year 6, and that this year we again received a record number of first choice applications, far exceeding those of the predecessor school.

At this stage, given the challenges of Covid, we are not yet in a position to confirm the format of Year 6 Transition days and parents' evening that usually would take place in July in each year. It is intended that all Redcar & Cleveland secondary schools coordinate those dates once the situation regarding changes to lockdown arrangements and social distancing become apparent in the weeks and months ahead. We really do hope this can go ahead, where Year 6 students would spend time with their peers and VMG tutors and start to experience a typical Year 7 timetable at the school. The opportunity to help students get used to the routines of the school, and thus ensure they have established themselves with their new teachers and subjects before the summer holidays, always goes down well.

Likewise, we are not yet able to confirm the dates regarding the issuing of free academy uniform to our new Year 7 students. The fitting and measurements day would normally occur during one of the transition days in July, with uniform collection on a day in August during the school holidays.

During next few months, Ms Gibson (Associate Assistant Principal, Transition), Mrs Laverick (Learning Manager for Year 7), and Mrs Holliday (Inclusion Coordinator) will be visiting primary schools to meet Year 6 teachers to gather helpful transition information. Colleagues from several of our partner primary schools will also be working alongside Year 6 students at the Academy during the Transition Week in July, and beforehand as part of the Transition process.

**IMPORTANT: The main purpose of this letter is to ask you to complete a very short online form so we have a quicker means of communication with you from now on, rather than just by letter. It would also be very helpful if you could also confirm via the online form to your child will be taking their place at Outwood Academy Normanby, that we have your correct details and that you are happy to text you in future when there is important information to pass on, including the transition and uniform arrangements.**

**The online form to complete is here: [LINK IN LETTER POSTED HOME]**

We have tried to make this as short as possible for ease of typing it into your mobile, tablet or computer! If you have any issues completing this form, please email Ms Gibson via [c.gibson@normanby.outwood.com](mailto:c.gibson@normanby.outwood.com)

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

Alternatively, send in a brief written note if that is more convenient to the school's address which can be found in the letterhead. You will appreciate we are completely full in Year 7, and so any information about students not taking up a place will be really helpful in terms of managing the anticipated appeals.

I encourage you to keep up with all the daily and weekly news at our school in the months ahead. You can follow us on Twitter: @OutwoodNormanby or on Instagram: outwoodnormanby We also have a regularly updated Outwood Academy Normanby Facebook page [www.facebook.com/OutwoodNormanby](http://www.facebook.com/OutwoodNormanby)

Finally, on our website we will be updating our dedicated page for Year 6 parents and children here: [www.normanby.outwood.com/transition](http://www.normanby.outwood.com/transition) It has lots of information, and answers to common questions from last year's transition. We hope you will find it useful, and there is a contact form to complete if you have a query that the answer to isn't displayed on the page.

I look forward to meeting you and your child in the summer.

Yours faithfully

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

Andrew Wappat  
Principal