

To the Parent/Carer of: **[Student Forename] [Student Surname]**

[Address 1]

[Address 2]

[Address 3]

[Postcode]

March 2024

Dear Parent/Carer of «Student Forename» «Student Surname»

Request to complete the Year 6 Online Data Collection Form and order uniform bundle

I would like to take this opportunity to thank you for completing our initial contact survey if you have managed to do so. This has allowed us to collate the email addresses and mobile numbers of Year 6 parents for any future correspondence, and input them into our SIMS database.

As part of the transition from primary to secondary school, we also now require parents to complete an online data collection form. This is so we can gather additional information including any medical or health conditions that «Student Forename» may have, their first language, planned travel arrangements to school and contact details for a second person in the event we are unable to contact the priority contact. Completing this form is also necessary in order to generate ParentPay login details so «Student Forename» can purchase food on site.

The link to the form below can we typed into any device

<https://forms.gle/BX4LKGK1zPwnEK8j8>

If you have completed the initial survey, Mrs Ritchie will send you an email in the next few days with a direct link to the online form for your ease. If you have not already supplied us with your email address and mobile number, please either complete the form by typing this link into any device

<https://tinyurl.com/NormanbyY62425> OR email transition@normanby.outwood.com as soon as possible.

When you click the link in the email to open the form, it will ask for «FORENAME»'s OGAT student reference number. You can find this below:

OGAT student reference number for «Student Forename» - «Uniquecode»

You will be asked to tick a box to indicate that you have read and understood some of our main academy policies. These can also be found on our webpage <https://www.outwood.com/policies> If you have any questions about these, please do not hesitate to contact Mrs Ritchie. Please complete this form **by Friday 24 May 2024** at the latest, it should take no longer than 10 minutes to do.

Uniform order

Each Year 6 child who has a place with us in September is provided with one uniform bundle free of charge via Trutex who are our uniform provider. This uniform bundle includes:

- One blazer
- Twin pack of shirts/blouses
- One tie
- One pair of trousers/ a skirt
- PE kit: polo top, games jersey, PE shorts, sports socks

Please see attached the 2023 Trutex booklet with new intake bundle uniform order links, events dates and time slots for exchanges. The booklet includes the online uniform bundle order form links (also below) and new order form QR codes. Hover over the top of the link & click or scan the QR code with the camera on your mobile phone, either will take you to the same online order form.

Girls online Bundle Order Form:

<https://www.surveymonkey.com/r/PF8JTGB>

Boys online Bundle Order Form:

<https://www.surveymonkey.com/r/YT65298>

The order form links are NOW OPEN and will CLOSE on **Thursday 9 May**. Uniform collections will take place during our Year 6 Parent Evening, which will be on **Monday 8 July 5pm**. Please calendar this important date. Further details, including information regarding Transition Week, will be sent out next term.

You will notice that the deadline in the Trutex booklet states that the deadline is Sunday 12 May 2023, however we would strongly advise ordering by Thursday 9 May, so if you have any difficulties we have staff available to provide you with support during the working day.

We have posted these links on our webpage for your ease here, rather than needing the type the URL into a device <https://www.normanby.outwood.com/transition> However if you have any difficulties in accessing these links, please do email transition@normanby.outwood.com and we can email the link to you directly or give any extra support you need. You will also find the Trutex contact email address in the booklet for any uniform specific enquiries.

If you wish to order additional items of uniform, you can shop with Trutex Direct online www.trutex.com using the academy's unique reference code: **LEA00927SC** to view all Outwood uniform items.

Again, if you have any difficulties accessing this form please do not hesitate to contact Mrs Ritchie. Further information from Trutex including their contact details can be found on our transition webpage here:

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

Many thanks in anticipation of your continued support.

Yours faithfully



Mrs Ritchie
Pastoral Lead