

To the Parent/Carer of: «FORENAME» «SURNAME»
«Address_1»
«Address_2»
«Address_3»
«Address_4»

17 June 2022

Dear Parent/ Carer

Important transition information

Transition week- Monday 4 July to Friday 8 July 2022

We are looking forward to meeting «FORENAME» during their transition week this year. We write to you today to share details of what the transition week will entail, and some further details for September.

Transition week will begin on Monday 4 July, and Year 6 students should arrive at Outwood Academy Normanby by 8.20am wearing their primary school uniform. Year 6 students will be directed straight to the auditorium by staff, and will begin their day with a welcome assembly from the Principal. Students will then spend the first two hours of the day with their new tutor for an induction, including a tour of the school.

Please note that we will also be hosting our Transition Parents' Evening on Monday 4 July at 5.30pm prompt. This is a great opportunity for you to meet your child's tutor, Learning Manager and the Principal.

The remainder of the transition week will involve taster lessons from each department, taught in tutor groups, so that «FORENAME» is able to sample lessons from our Key Stage 3 curriculum. It is important that your child brings basic school equipment to school with them for transition week, this includes a pencil case with pen, pencil, ruler and rubber. Students are not allowed to wear jewellery of any kind at school. On Thursday 7 July from 12pm - 2.30pm «FORENAME» will be partaking in a sports afternoon, with competitions between the tutor groups, so please can students wear their PE kit that day (any type of sports wear, including trainers, is fine). They will end their week with team building activities with their tutor on Friday afternoon.

For the entirety of the week, students need to arrive at school by 8.20am and the school day will finish at 2.30pm. They will have a 15 minute break in the morning and a 30 minute lunch break. We will provide a free lunch to all Year 6 students for the week. Students are also welcome to bring a packed lunch in.

Previously in the year, we posted home a transition pack which shared information about the school. If you have misplaced this, please see this webpage for the electronic version and other transition related documents: <https://www.normanby.outwood.com/posts/3805>

If you have any questions, please do not hesitate to contact us on transition@normanby.outwood.com

Uniform collection

You will find the collection slot times below which are based on your child's surname, and these slots are all on Tuesday 12 July 2022. All collections will take place at Outwood Academy Normanby.

Collection Event		
Date of Collection Event	Collection Time	Group to attend time slot (First letter of students surname)
Tuesday 12th July 2022	3pm-3.20pm	A, B & E
	3.20pm-3.40pm	C & F
	3.40pm-4pm	D, G, P & Q
	4pm-4.20pm	H, I & J
	4.20pm-4.40pm	K & L
	4.40pm-5pm	M & N
	5pm-5.20pm	O & S
	5.20pm-5.40pm	R & T
	5.40pm-6pm	U, V, W, X, Y & Z

You will have the opportunity to take your child's uniform home that day and try it on. If the uniform does not fit correctly and you need to exchange an item, you can find the date and slot times of our uniform exchange event below.

Please note, Trutex have requested that only one person attends the events to collect/ exchange the bundle where possible. If the parent/carer cannot attend either event they ask if they can send somebody in their place where required. If a parent/carer, relative or friend is collecting or exchanging for multiple students with different surnames please pick one of the students time slots that best suits and attend that time slot.

Exchange Event		
Date of Collection Event	Collection Time	Group to attend time slot (First letter of students surname)
Tuesday 19th July 2022	3pm-3.30pm	A, B & E
	3.30pm-4pm	C & F
	4pm-4.30pm	D, G, P & Q
	4.30pm-5pm	H, I & J
	5pm-5.30pm	K & L
	5.30pm-6pm	M & N
	6pm-6.30pm	O & S
	6.30pm-7pm	R & T
		7pm-7.30pm

If you have a query about your new uniform bundle please email us outwoodbundles@trutex.com. 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.

Further information

I would like to take this opportunity to thank all parents/ carers who have already completed our Data Collection Survey. **It is vital that all parents/ carers have completed this before Friday 1 July 2022** so we can gather additional information before transition week including any medical or health conditions that «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.

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

<https://forms.gle/X9d25S72a3iao7JS9>

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

If you have anything you would like to discuss about your child's transition, please do not hesitate to contact us on transition@normanby.outwood.com

Yours faithfully



Mrs Louise Ritchie
Associate Assistant Principal



Miss Christy Gibson
Assistant Principal