

To the Parent/Carer of: **[Student Name]**
[Address 1]
[Address 2]
[Address 3]
[Postcode]

[... Primary School]

1 March 2022

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 2022, 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 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 life chances of our young people. We are proud that every year since opening we have been heavily 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, I would like to draw your attention to our **Transition Evening** for new Year 6 students and parents on **Monday 4 July 2022 starting promptly at 5.30pm**. This is during **Transition Week** which is from **Monday 4 July to Friday 8 July 2022** when Year 6 students will spend time with their peers and tutors and start to experience a typical Year 7 timetable at the school. We are always encouraged by the opportunity to help students get used to the routines of the school, and thus ensure they have established themselves with their new subjects, before the summer holidays.

I would also like to share with you information regarding the issuing of a free academy uniform to all new Year 7 students. Later in the year we will send you a link to order your child's uniform via an online process with our suppliers Trutex. The **collection date** for those uniform orders is scheduled for **Tuesday 12 July between 3pm - 6pm** and we will send a specific time-slot to you in due course. There will be an **exchange event**, should some of the uniforms not fit, on **Tuesday 19 July between 3pm - 7.30pm**.

During the next few months, Mrs Ritchie (Associate Assistant Principal, Transition), Miss Gibson (Assistant Principal), 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 that your child will be taking their place at Outwood Academy Normanby, that we have your correct details and that

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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.

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: <https://tinyurl.com/f4y7wp66>

We have tried to make this form 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 Mrs Ritchie via transition@normanby.outwood.com

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

Finally, on our website we will shortly be creating a dedicated page for Year 6 parents and children here. It will have 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 Wappatc', with a long horizontal flourish extending to the right.

Andrew Wappatc
Principal