

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

**[Address 1]**

**[Address 2]**

**[Address 3]**

**[Postcode]**

23 June 2021

Dear Parent/Carer

### **Re: Transition arrangements 2021**

Following the recent news that the government is keeping restrictions in place until the end of the summer term, it is with regret that we are having to cancel the transition week at the end of July for our Year 6 children. This is a decision that has been made across all schools in the Local Authority. We know that this is disappointing news for children and parents, however, in the interests of keeping our children and communities safe, it is felt that this is the right decision at this time.

We will be posting virtual transition resources on our website, including taster lessons for different subjects, on Monday 16 July. You can already find a virtual tour of our school, and welcome videos from key members of transition staff here <https://www.normanby.outwood.com/transition>. It would be really helpful if you could show these resources to your child, so they become familiarised with our school environment and staff as best as possible before September.

In September, we will ensure to carry out a full induction with Year 7, just as we would have done in July. Over the course of their first week, Year 7s will be given school tours, spend a full morning with their new tutor, have their biometrics registered, take part in our Academy Conduct and Expectations programme, and engage in some team building exercises. To confirm, the Autumn term starts on Monday 6 September 2021 at 8.20am prompt. Year 7s will go straight to the hall for a welcome assembly, and will then be separated into their tutor groups. They will spend the morning with their tutors and engage in some induction activities.

I have included a transition pack with this letter. This transition pack contains key information about our academy, and also a workbook for your child to complete over summer and bring with them on their first day. It would be fantastic if you could support your child with accessing these materials.

There are some other key elements we wanted to draw your attention to:

#### **Uniform collection**

Thank you for ordering your child's uniform online. I can confirm that you can collect your child's uniform from Outwood Academy Normanby on 15 July of which you will be allocated a time slot on this date. You will appreciate the need for time-slots to minimise the number of people gathering at any one time, to adhere to social distancing, and the need to limit collection to one family member per child. Your uniform collection time slot is:

**Thursday 15 July «Uni\_collection\_time»**

**DATE OF EVENT: THURSDAY 22<sup>ND</sup> JULY 2021**

Exchange Event Time	Group to attend time slot (First letter of surname)	No of Students (Per time slot)
11am - 11.25am	A & B	19
11.25am - 11.50am	C	15
11.50am - 12.15pm	D, E & F	13
12.15pm - 12.40pm	G & H	19
12.40pm - 1.05pm	I, J & K	12
1.05pm - 1.30pm	L, M & N	15
2pm - 2.25pm	O, P, Q, U & V	12
2.25pm - 2.50pm	R & T	16
2.50pm - 3.15pm	S	13
3.15pm - 3.40pm	W, X, Y & Z	16

If you are unable to attend during that time, please can you try to arrange for another adult to come in at that time instead to collect uniform on your behalf. Please then take the uniform home and arrange for «FORENAME» to try it on that same day. If you need to exchange an item due to size problems, you must retain the original packaging with hangers and tags. Uniform can be returned/exchanged **ONLY** on **Thursday 22 July** during the following times, based on the first letter of your surname:

### Lunchtime

The academy uses an online payment system for lunches, which allows us to be cashless, which in turn helps during Covid-19. Parents can add money to accounts online, so that your child does not have to worry about carrying cash. We will be posting letters home over the summer with login details. Please go online, log in and follow the instructions to ensure that money is available for the first day. This will be a big help! «FORENAME» will then be able to buy food in school.

We have scheduled time on the first day of term to complete fingertip scanning, so that «heshe» can use the system in the normal way immediately. All dietary requirements can be catered for, and examples of menus are included in the transition pack. Students are of course welcome to bring a packed lunch instead to eat in our dining area with their peers.

### Data collection

If you have not already done so, please complete the online data collection form as soon as possible. As part of the transition from primary to secondary school, we require parents to complete this online data collection form. This is so we can gather additional information including any medical or health conditions that your child 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 that your child can purchase food on site.

Please can you complete the data collection form as soon as possible by typing the link below into your device:

<https://forms.gle/56knHVty6PMaamj87>

The form will ask for your child's OGAT student reference number, this was printed on the letter which I posted home on 7 May 2021. If you have misplaced your letter, please email me to ask for it to be shared with you again.

If you have any questions regarding any of the information shared in this letter, please do not hesitate to get in touch with me via [c.gibson@normanby.outwood.com](mailto:c.gibson@normanby.outwood.com)

I encourage you to keep up with all the daily and weekly news at our school in the weeks 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](https://www.facebook.com/OutwoodNormanby)

Thank you all for your continued support. I look forward to meeting you in the near future.

Yours faithfully

A handwritten signature in black ink, appearing to read 'C. Gibson', with a horizontal line underneath.

Miss C Gibson  
Assistant Principal