

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

[Address 1]

[Address 2]

[Address 3]

[Postcode]

7 May 2021

Dear Parent/Carer of «FORENAME» «SURNAME»

Re: Request to complete the Year 6 Online Data Collection Form

I trust that you and your family are well, and that «FORENAME» has settled back into Year 6 life in school following the most recent lockdown.

I would like to take this opportunity to thank you for completing our initial contact survey. 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 «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 «FORENAME» can purchase food on site.

Miss Gibson will send an email and a text message to parents in the next few days with a direct link to the online form. If you have not already supplied us with your email address and mobile number, please email c.gibson@normanby.outwood.com as soon as possible. When you click the link in the email/text message to open the form, it will ask for «FORENAME»'s OGAT student reference number. You can find this below:

OGAT student reference number for «FORENAME» - «Unique ID»

You will be asked to tick a box to indicate that you have read and understood some of our main academy policies. I have included paper copies of these policies within this letter for your convenience, and they 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 Miss Gibson. Please complete this form **by Friday 21 May 2021** at the latest, it should take no longer than 10 minutes to do.

We also wrote to parents recently with information regarding how to order a free uniform bundle. I would like to take this opportunity to give a gentle reminder to all parents who have not already done so, to complete the uniform order form below **by Friday 28 May 2021**:

Boys online form - <https://bit.ly/2Pk9d9Y>

Girls online form - <https://bit.ly/2O35Cwt>

Again, if you have any difficulties accessing this form please do not hesitate to contact Miss Gibson. If you wish to order additional items of uniform, you will be able to do so at a later date. Further information from Trutex including their contact details can be found on our transition webpage here:

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



Miss Christy Gibson
Assistant Principal