

19 May 2017

Dear Parent/Carer

Year 6 Transition Document Pack – Outwood Academy Bydales

Firstly, I would like to take this opportunity to welcome you and your son/daughter to our school, and to wish him/her a happy and successful time with us over the next five years. We are very much looking forward to meeting our new Year 7 students during our transition week from Monday 17 to Friday 21 July 2017. Our school day is from 8.20 am until 2.30 pm. During transition week, Y6 students are not permitted to remain on site after 2.30pm, but are of course welcome to attend Enrichment after school from September 2017.

Please note that there is a Year 6 Transition information page on our website

<http://www.bydales.outwood.com/transition> that should also help with any queries, alongside an online contact form should you wish to ask a question directly.

On 17 July we will welcome Year 6 directly into the Main Hall near Main Reception on arrival at 8.20am. We would request that students then use the usual student entrance on subsequent days. We would also like to welcome parents to the Academy for our Year 6 Parents' Evening on 17 July at 5.30pm.

Measuring for the Outwood Academy Bydales uniform will take place with the students during the school day on Tuesday 18 July between 9am – 12pm. You may be aware that the Academy will provide the first, full set of uniform for all our Year 7 students, including PE kit, for free. Parents are then required to buy spare, additional and replacement branded items through our uniform supplier, as required and as students grow, of course. Information on purchasing additional uniform can be found on the Academy website at www.bydales.outwood.com/uniform. Students are expected to attend our transition days in normal primary school uniform.

Students are required to bring lunch money. A school lunch costs £2.20. We will set up students biometric account on the first day in July and this will enable them to put money on their account on a daily basis for the full week if required. If you are paying by cheque these must be posted in the box outside the kitchen before 10am on the day the lunch is required.

I would ask you to read and carefully complete the enclosed information included with this letter.

You should find enclosed two packs of documents; one attached to this letter which you should retain for your own records for information and one pack with a selection of forms for your completion and return.

The list of forms which you must complete and return to Outwood Academy Bydales can be found overleaf:

- Transition Agreement
- Admissions Data Entry Sheet
- Healthcare Plan (you should only complete this if your child has a medical condition)
- Home – School Agreement
- ICT Acceptable Use Policy
- Lifetime Consent form
- Photographs/Digital Image Release
- Biometric Consent

It is critical that you return the completed documents to us in person or in the self-addressed envelope by Wednesday 21 June please.

Finally, I would like to remind you that Year 6 remain on roll at their Primary School until 31 August 2017, and are effectively on a school trip during their Transition at Outwood Academy Bydales. Primary colleagues will have completed their usual trips risk assessments and parental consent forms, and have passed copies of these onto us. In the rare event of a medical or behaviour issue we will liaise directly with your child's Primary School, where a teacher or teaching assistant will then support, and collect your child where required, before contacting you. Please note, it is the responsibility of parents to organise appropriate travel arrangements to and from the Academy during the Transition days.

If you have any questions or concerns please do not hesitate to contact me; you will find all key details in the additional information for parents and my email address is year6transition@bydales.outwood.com

Yours sincerely



Katie Gates
Transition Coordinator