

To the Parent/Carer of:

[Student Name]

[... Primary]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

5 March 2018

Dear Parent/Carer

I am delighted that the Education Office has offered your child a place at Outwood Academy Bydales from September 2018, and I would like to take this opportunity to welcome you to our school community. We appreciate that you want the very best for your child and we will aim to build a close, effective relationship with you that will directly benefit your son or daughter's education.

Bydales School became Outwood Academy Bydales in September 2014. Our students and staff have had an incredible three years, within the Outwood Grange Academies Trust (OGAT). We are at an exciting stage of our journey.

At this stage I would like to draw your attention to our evening for new Students and parents on **Monday 16 July 2018 at 5.30pm**. This is during **Transition Week** which is from **Monday 16 July to Friday 20 July 2018** when Year 6 students will spend time with their peers and tutors and start their Year 7 timetable at the Academy. 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 teachers and subjects, before the summer holidays.

I would also like to share with you the dates regarding issuing of free academy uniform to new year 7 students. The fitting and measurements day will occur during transition on **Tuesday 17 July 2018 between 9am and 12pm**. The collection date for this uniform is scheduled for **16 August 2018 between 9am and 3pm in the school holidays**. Of course, if parents cannot collect on this date we will be able to make alternative arrangements.

During the summer months, Miss Gates (Inclusion Manager), Miss Shallow (Associate Assistant Principal), Mrs Reid (Learning Manager for Year 7) and Miss Slater (Transition Support) will be visiting primary schools to meet Year 6 teachers to gather crucial transition information. Colleagues from several of our partner primary schools will also be working alongside Year 6 students at the Academy during the week in July, and beforehand as part of the Transition process.

**IMPORTANT: The main purpose of this letter is to ask you to make contact with me**, preferably by email, so I have the quickest means of communication with you from now on. **It would also be very helpful if you could confirm to me that your child will be taking his or her place at Outwood Academy Bydales and that we have your correct details.**

Please could you do this by sending an email to [y6transition@bydales.outwood.com](mailto:y6transition@bydales.outwood.com) with the email header containing your child's name, Primary and 'coming' or 'not coming'. For example: "John Smith – Ings Farm Primary – Coming". Alternatively, send in a brief written note if that is more convenient. 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 any potential appeals.

Please send this from an email address that you do not mind being used for sending you occasional school bulletins in the future. If you prefer to use the post, please send a brief note to me at school, confirming your acceptance of the place offered.

If you want to keep up with all the daily and weekly news at our school you can follow us on Twitter via @OutwoodBydales. We also have a regularly updated Outwood Academy Bydales Facebook page accessible via <http://bit.ly/2t9OxG4> and you can sign up now to subscribe to our Parental Email List, to get a flavour for what is happening in school via: <http://bit.ly/293ZLwG>

Finally, on our website we have created a dedicated page for Year 6 parents and children here: <http://www.bydales.outwood.com/transition> This has lots of information, and answers to common questions. We hope you will find it useful, and there is a contact form to complete if you have a query that isn't displayed on the page.

I look forward to meeting you in the near future.

Yours faithfully



Andrew Wappat  
Principal