

28th February 2018

Transition Information

Dear Students, Parents and Carer's,

We understand that the transition from Primary to Secondary education can be an exciting and challenging process for both parents and students. Here at Ormiston Park we have a team of dedicated staff that work with our feeder Primary schools to ensure the Transition process is as seamless as possible. The Transition team will meet our new students during May and June in their Primary schools and meet with their teachers and other key staff.

Enrolment evening will take place on **Thursday 17th May 15:30-18:00**. This evening is important and will ensure your child is fully enrolled into the academy. It is an opportunity for you to meet staff and discuss any issues or concerns about transition. Your son/daughter will be allocated their form tutor on this evening and will be given their pre transition task packs. Please indicate on the attached form what time you will be approximately attending.

Our year 6 Transition week is **Monday 2nd July to Friday 6th 09:00 – 14:30**. Some students will be provided a transition bus, if you have it in your pack please complete the form and send back to me by **Friday 20th April 2018**. If you do not have the form please ensure your child arrives at the Academy for 09:00 am and collected at 14:30pm.

Transition week is an opportunity for students to meet staff and experience life in our Academy. Students will participate in a range of activities completing a project based on London. Each student will be given a timetable that they will follow for the week and will be placed in their tutor group. The Academy will provide lunch for all of the students throughout the week but if your child wishes to bring a packed lunch they may do so. **If your child has any dietary requirements please complete the attached form and return to me by Friday 20th April. Please also indicate how they will be getting to and from the Academy.**

Students are expected to attend the Academy in their current primary school uniform and black shoes not trainers. They will need to bring a pencil case and PE kit on the required day. The Academy will provide lunch for each student during transition week but if they wish to bring a packed lunch they may do so.

As parents you will have the opportunity to see all of the fantastic work completed during transition week at our celebration afternoon on **Friday 6th July 13:30-14:30**.

Yours Faithfully



Mrs L Fenton-Hawes
Head of Year 6/7 and Transition

PLEASE RETURN TO MRS L FENTON-HAWES HOY 6/7 AND TRANSITION LEAD BY FRIDAY 20th APRIL 2018

Name..... Primary school

Dietary requirement

Way of getting to and from the academy during Transition week:

- Walk
- Public bus
- Transition bus
- Dropped off and picked up by.....

Signed (Parent/carer) Date.....

Enrolment evening

Name..... Primary school.....

I will/will not be attending enrolment evening. I will be attending at approximately.....

I would like to see a specific member of staff to discuss my son/daughters transition:

- Mrs L Fenton-Hawes (Head of Year)
- Mrs Rowell (Pastoral Lead)
- Mrs E Fenton-Hawes (SENCO/LAC)
- Mrs Hunnisett (Vice Principal)
- Mrs Whiley (Associate Vice Principal)
- Mr McCulloch (Behaviour/ Director of CPRE)
- Mr Shercliff (Director of English)
- Mr Rashid (Director of Maths)
- Mr Chaudhary (Director of Science)
- Mrs Woodfield (Child Protection Officer and Safeguarding Lead)