

May 2021

Dear Parents/Carers

Re: «Name»

### **Year 6 Students joining Outwood Academy Bishopsgarth secondary school in September 2021**

It is my privilege as Head of School to extend a warm welcome to you and your family to Outwood Academy Bishopsgarth; I am delighted that your child will be joining us in September 2021. We appreciate that you want the very best for your child and we will aim to build a close and effective relationship with you that will directly benefit your child's education.

Transition to secondary school is a very exciting time but we understand that there may be some apprehension from both students and parents. I would like to put your mind at ease and ensure you that the team at Outwood Bishopsgarth will take this into account and support all students to ensure they feel comfortable and prepared. Our transition team is liaising with primary schools to support your child's transition to Outwood Bishopsgarth, including passing on key pastoral information.

Within the coming weeks the transition team will be introducing themselves to students and parents through a range of communications. We are hopeful that face to face visits can be made to primary schools by our key members of staff to meet with your child. Video calls will be in place if this is not appropriate. Your child will receive a transition booklet to complete, providing an opportunity for your child to inform Outwood Bishopsgarth staff a little about themselves. We ask that these booklets are returned to the academy on the allocated transition days. I encourage you to keep up to date with Outwood Bishopsgarth life via our Twitter and Facebook pages.

I would like to draw your attention to our virtual welcome evening event for new Year 6 students and parents on **Tuesday 22 June at 5.00pm**. A web link will be posted on the Academy website and various social media platforms for you to join. Transition days will be carried out in July and further information surrounding the planning of those days will be provided in the coming weeks. It is important that we follow government guidance and as you can appreciate, the full reopening of schools is under continuous review by the government.

Enhanced transition for students with SEND or specific vulnerabilities, personalised to the needs of each student, is also planned. Mrs Rudd (SENDCo) and Miss McGuire (Inclusion Coordinator) will be in touch shortly to arrange this support if appropriate for your child. To support us with a smooth transition, we ask that you provide us with some basic information before Friday 28 May 2021 by completing steps 1 and 2 below:

1. Please complete the online data form using your unique reference number «[Transition\\_ID\\_Number](#)» that you can access via <http://bishopsgarth.outwood.com/> and then by following the 'Transition Website' link.
2. Please read and complete the enclosed forms on paper and return to Mrs Eastham at the academy before Friday 28 May 2021.

Biometrics Form	Please complete and return to us by Friday 28 May 2021.
Photograph consent	Please complete and return to us by Friday 28 May 2021.
Code of conduct	Please read with your child, sign and return to us by Friday 28 May 2021.
Consequences of behavior	Please read with your child and keep for reference.
Partnership statement	Please read with your child, sign and return to us by Friday 28 May 2021.
Pupil Information	Please complete and return to us by Friday 28 May 2021.

### **Uniform**

All Year 7 students are provided with a full free uniform and PE kit before the start of their first year.

You should order your child's uniform by visiting [www.bishopsgarth.outwood.com](http://www.bishopsgarth.outwood.com) and clicking on the Trutex flyer. Inside the flyer there are two links for parents to order the free bundle, along with the school code. One link is for ordering female uniforms and one link is for ordering male uniforms. This form must be completed by **Friday 28 May 2021** in order to receive your bundle. Unfortunately, due to Covid regulations, we are unable to offer the normal service to have your child measured for uniform in school.

Timescales for ordering uniform will be difficult due to current safety measures and we would advise you to contact Trutex as early as possible, to allow adequate time for delivery.

Please do not visit the Trutex website directly to order your Uniform bundle.

Uniform collection will take place on Tuesday 6 July 2021 from 3.45pm until 6pm. You will be provided with a 15-minute slot to ensure social distancing is possible. Please ensure your child has checked that their uniform fits as soon as you collect it, to enable exchanges to be made. If any exchanges or changes needed, this will be possible on Tuesday 13 July 2021 from 3.00pm until 6.20pm. You will be provided with a 25-minute slot to ensure social distancing and sufficient time for the exchange.

### **Lunch**

Your child will receive a free school meal on the full transition days in July. From September, if your child is not entitled to free school meals or has a packed lunch, the cost for lunch will be **£2.30** a day which the student will need to pay via the fingerprint biometrics system. Please note that the Academy is cash free and students will not be able to buy lunch with cash. Students may bring a healthy snack & a bottle of water to have at break time. Fizzy/carbonated/energy drinks, chocolate, crisps & sweets are not allowed in the academy, including in packed lunches.

We look forward to your child joining us at Outwood Bishopsgarth. Please ensure you visit [www.bishopsgarth.outwood.com](http://www.bishopsgarth.outwood.com) and our Twitter and Facebook sites frequently for updates and if you have any concerns please contact us on 01642 586262 or [enquiries@bishopsgarth.outwood.com](mailto:enquiries@bishopsgarth.outwood.com)

Yours faithfully



Dr Mark Robinson - Head of School