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**THE BULWELL
ACADEMY**
*Creative
Education
Trust*

24 June 2025

Dear Parent/Carer

TRANSITION TO THE BULWELL ACADEMY SEPTEMBER 2025

I am delighted you have chosen The Bulwell Academy to be your child's secondary school in September 2025. I know that as a parent/carers, you will be starting to think about the practicalities of your child becoming part of our school community. I hope this letter gives you a little more information regarding the 2-day transition experience happening on Tuesday 1 July and Wednesday 2 July 2025.

Transition Programme: Tuesday 1 July & Wednesday 2 July

Your child will need to **arrive at the Academy from 8.00am each day** when our main gates open, arriving **no later than 8.20am**. Your child should make their way to our Sports Hall, where staff will be waiting to greet them. We expect your child to wear their **primary school uniform**. Hats and sunglasses are not allowed.

Students will be introduced to our **'line-up' procedures at 8.25am** so they can practice ready for September and then will be escorted in their lines to their **Tutor time**. In Tutor time they will be introduced to a full itinerary for both days so they know exactly what they will be doing. At all times they will be escorted and supported by our staff as they *find their feet* in their new school. During the day students will be introduced to many of their curriculum subjects.

All new students will receive a **free cookie and drink at break**. Students will also be provided with a **free lunch on both Tuesday and Wednesday** and will eat earlier than the rest of the school, again to ensure they are fully supported and not over-whelmed by the large numbers of students in the school. If you prefer, students can bring their own packed lunch. **If your child has any dietary requirements such as allergies, please contact enquiries@bulwellacademy.org.uk**

Important:

- Please send your child with a **refillable water bottle** so they can top this up during the day.
- We have a strict **'no phones policy'** for all students. If your child brings a mobile phone for the walk to and from school, please ensure it is switched off and placed in their school bag at the main gate before entering the site and not switched on again until they are through the school gate at the end of the day.
- **Chewing gum is not allowed**—please ensure your child doesn't bring gum on to the school site.

In September, Academy students finish at 2.50pm. However, during the transition days Year 6 **students will finish at 2.45pm on Tuesday and 2.15pm on Wednesday**, so they leave the site ahead of the other students. If you are collecting your child, please ensure you are waiting at the bottom of the steps or along Squires Avenue and not blocking students' exit routes for reasons of safety. **Parents will not be allowed on site to drop off or collect students.**



Transition Evening: Tuesday 1 July 5.00pm to 6.30pm

I would like to invite you to The Bulwell Academy on the evening of 1 July. This is a special evening to give you the opportunity to meet the Principal, Mr Irons and members of the Senior Leadership Team, including our SENDCo Mrs Wall.

At **5.00pm to 5.15pm**, Mr Irons will deliver a **brief 'welcome' to the school** in the main hall before you are divided into smaller groups to move to dedicated classroom spaces where Senior Leaders will deliver presentations giving **key information ready for September** in a 30-minute slot. Following that, the Senior Leaders and the Principal will be available to chat or answer questions regarding anything you still need to know. The event will end at 6:30pm. We will be providing tea, coffee and cake as refreshments.

School Uniform Fittings: Wednesday 2 July 10.00am to 12.00pm

[Just Schoolwear](#) will be at the Academy to measure students for blazers. We will provide your child with a slip detailing their blazer size which they can then bring home to you. This will allow you to then order the correct size and should make buying uniform a little easier for you. *Please note parents do not need to attend this session.* **In September, all year 7 students will be provided with a Bulwell Academy rucksack and an equipped pencil case in September** – these will form part of the school uniform and students will be expected to bring their rucksack to school every day.

Walesby Forest Residential: September 2025

We're excited to announce that, this year, all Year 7 students at The Bulwell Academy are invited to join us on a residential trip to Walesby Forest. We're pleased to confirm that the school will fully fund this trip, so there's no cost for families. We'd love your child to take part in this fantastic opportunity.

You'll find a separate letter included with all the key dates, timings, and a consent form – please return this to the academy on the transition days. If you've already sent the consent form via your child's primary school, there's no need to send it again. Further details will be shared at our transition evening on Tuesday 1 July, where we'll be happy to answer any questions, you may have.

Mental Health Support Team (MHST) Holiday Transition Programme: Support for Year 6 to Year 7 Pupils & Families

This three-day programme is designed to help pupils, and their parents/carers feel confident and prepared for the move to secondary school. We encourage you to join us for the whole experience, as each day builds skills and understanding. However, we know summer plans can be busy, so you're welcome to attend any day as a standalone session—each day will cover a unique topic, with some helpful crossover.

- **Day 1, Friday 1 August: Transitions**
Explore what transition means, how it feels, practical tips for a smooth start, and ways to build new relationships.
- **Day 2, Thursday 21 August: Anxiety**
Understand what anxiety is, how it can affect us, and learn strategies to manage anxious feelings.
- **Day 3, Friday 29 August: Resilience**
Discover what resilience looks like, how to overcome challenges, and practise positive self-talk.



Children will enjoy hands-on activity-based sessions with plenty of opportunities for free play. At the same time, parents and carers can join interactive workshops tailored to support you during this important change.

Join us for a supportive, friendly programme—whether you come for one day or all three, you'll leave with practical tools and greater confidence for the transition ahead. **If you are interested in attending these sessions, please contact Emma Worker-Simpson at emma.worker-simpson@bulwellacademy.org.uk indicating which sessions you would like to attend.**

Parent / Student Information Data Collection

To meet our legal obligations and support essential school functions—such as student registration, communication with families, assessment management, and student health records—we are required to collect specific information from parents and carers.

This year, for the first time, this information will be collected **online**. We use **Arbor**, our school's management system, to securely manage this data. Many of you may already be familiar with Arbor, but if not, please read the information below carefully.

Once the school has granted access, you will be able to log in to Arbor using the **Arbor Parent App** or **Arbor Parent Portal** (via a desktop browser). Through Arbor, you can:

- Check and update your contact details
- Complete required consent forms (including **biometric consent**, which is essential for your child to purchase food in the dining hall)
- Sign your child(ren) up for clubs and school trips
- Pay for meals and other school-related costs

We will activate this service **Wednesday 25 June**. At that point, you will receive a **welcome email from Arbor** containing your login details and instructions. Once logged in, please review your information carefully and make any updates as needed. **For more information and support on using the Arbor Parent App or Portal, please visit our website:**

bulwellacademy.org.uk/arbor-parent

If you would prefer to receive and complete paper forms instead, please contact kay.lankester@bulwellacademy.org.uk.

Information for September

Further details about the first day of term in September will be shared on the Academy website on our Transition page (New Intake 2025) and reminder emails will be sent to you when there are any updates. **Our website address for transition is: bulwellacademy.org.uk/transition.**

I look forward to meeting you at the transition evening on Tuesday 1 July along with the Senior Leadership Team but, if you have any questions in the meantime, please do not hesitate to contact the Academy via enquiries@bulwellacademy.org.uk.

Yours sincerely

Mr Irons
Principal