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

17 June 2024

Dear Parent/Carer

Transition to The Bulwell Academy September 2024

I am delighted you have chosen Bulwell Academy to be your child's secondary school in September 2024. I know that as a parent/carer, 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 the 2 - 3 July 2024.

Transition Programme: 2 - 3 July

Your child will need to arrive at the Academy from **8:00am** each day, when our main gates open. 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**

Please send your child with a refillable water bottle so they can top this up during the day. Please also ensure that if your child brings a mobile phone for the walk to school, it is switched off and placed in school bags **at the main gate before entering the site** and not switched on again until they are through the same school gates at the end of the day. We have a strict 'no phones policy' for all students. We also do not allow chewing gum on site, so please ensure students don't bring it on site.

In September, Academy students finish at 2:50pm. However, during the transition days Year 6 students will finish at 2:45pm on both days, 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 2 July 5:00pm – 6:30pm

I would like to invite you to The Bulwell Academy on the evening of the 2 July. This is a special evening to give you the opportunity to meet the Acting Head of School Mr Irons and members of the Senior Leadership Team, including our SENDCo Mrs Wall.

At 5:00pm – 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 Acting Head of School 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 coffee and cake as refreshments.

School Uniform Fittings: Wednesday 3 July 3:30pm – 6:00pm

Just Schoolwear will be at the Academy to measure students for blazers and to give parents/carers information on how to order uniform for September. If you are collecting your child at the end of the school day, please collect them at the normal time but then move away from the main entrance to wait to re-enter at 3:30pm. This will prevent a *bottleneck* happening at the entrance/exit when all our other students are leaving site. Again, no parents will be allowed on site until 3:30pm for the uniform fittings, and we ask for your understanding regarding this to keep our children safe. At 3:30pm, please make your way to Main Reception where you will be directed to where the fittings will be taking place.

To help us to prepare for your child’s arrival in September, a data sheet has been enclosed which needs your attention. Please complete this and return to the Academy no later than Friday 28 July. This will also ensure we have your up-to-date contact details should we need to contact you during transition, but also, we will need the information ready 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 2024) and reminder emails will be sent to you when there are any updates. Our website address for transition is: bulwellacademy.org.uk/main/parents/information-for-new-intake-2024

I look forward to meeting you at the transition evening on Wednesday 6 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

A handwritten signature in black ink, appearing to read 'M. Irons'.

Mr Irons
Acting Head of School