



Inspiring Excellence Together

Montgomery Academy

An Academy within the Fylde Coast Academy Trust

Exec. Headteacher: Mr S.Cox BSc Hons MA (Ed) NPQH

Headteacher: Mr S. Careless BSc MSc NPQH

Senior Deputy Headteacher: Mrs C. Montgomery BSc MSc NPQSL

e-mail: admin@montgomery.fcat.org.uk

Web: www.montgomeryschool.co.uk

All Hallows Road

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Tel: 01253 356271

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Tuesday 25th June 2025

Dear Parent/Carer,

This letter contains important information regarding significant transition events over the coming weeks, including:

- Admissions booklet
- Tutor Group Allocation
- Transition Day
- Induction Evening

Admissions Booklet

Please find enclosed the admissions booklet, which I kindly request you complete on behalf of your child. Please make sure you read all the information included and fill in all required fields as accurately as possible. Your careful attention to detail is greatly appreciated, which will help ensure a smooth admissions process.

Completed admissions booklets are to be returned to the school reception along with a copy of your child's birth certificate or passport before Wednesday 2nd July 2025. Please note, we are more than happy to photocopy any original documents to assist with this process.

Tutor Group Allocation

I am pleased to inform you that, with the valuable assistance of primary staff, yourselves and the Montgomery transition team, your child has been placed in:

Tutor: **with**

This decision was made with careful consideration to ensure the best possible environment for your child's academic and social development. We believe this allocation will provide a supportive and enriching experience for your child during their time at Montgomery.

Transition Day: Thursday 3rd July 2025

Arrival and Departure

Arrival Time: Students should arrive at Montgomery at 9:00am (the gates will open at 8:55am)

Entrance: Please use the North Gate entrance, nearest to the bike sheds where plenty of staff will be visible

Departure Time: The school day concludes at 2:45pm

Thursday 3rd July Schedule

Attire: Students should arrive in their **primary school PE kit with trainers.**

Items to bring: Please ensure your child has a bag containing a pen, pencil, ruler, and rubber

Activities: Students will spend time with their progress tutor upon arrival, attend 3 lessons and conclude with a celebration assembly.



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Break and Lunch Arrangements

Lunch will be provided on transition day. However, if your child prefers, they are welcome to bring a packed lunch from home. Additionally, all students will receive a snack and juice during the morning break. There is no need to worry about money, as no purchase is required for the provided lunch or refreshments at break.

Additional Information

During the transition day, our transition prefects will escort tutor groups to their lessons, so students need not worry about finding their classrooms.

Medication

If your child requires medication during the school day, please label their medication with your child's name and tutor group. This should then be handed to myself to keep safe for the duration of the day.

Travel

As we prepare for the upcoming transition days, we kindly ask you to plan for your child's safe travel to and from school. If you already have a son or daughter at Montgomery, we can arrange for Year 6 students to be collected from the assembly hall by their elder sibling at 3:00pm. Please let me know if this is the case via email. In the event, that you are delayed for any reason, please email me so that I can collect your child from their lesson and inform them of any changes. I will be your main point of contact throughout the day.

Year 7 Induction Evening: Wednesday 16th July 2025

In addition to the transition day, you are invited to attend our Induction Evening, an important event designed to help both students and parents/carers as you prepare for the transition to Montgomery Academy. The Induction Evening provides a valuable opportunity for you to gain more information about the school and meet key members of our school community, including the Year 7 Pastoral Team and your child's Progress Tutor. These staff will be available to meet you and answer any further questions you may have.

The evening will be split into two events:

Students placed in tutor groups; 7KLL, 7SJA, 7RRO & 7JSI are asked to attend at 5:00pm

Students placed in tutor groups; 7DMC, 7LTA, 7NRY OR 7RED are asked to attend at 6:00pm

Please note: if you cannot make the session you are allocated, you are more than welcome to attend the talk but progress tutors will only be available during their allocated times. However, the Year 7 Pastoral Team will be available throughout the evening.

I understand that this can be an anxious time for families, so please do not hesitate to contact me if you have any questions about any of the events or any other matters regarding your child's transition. We recognise the concerns



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that often arise as students begin to think about moving to secondary school, and we are here to support you every step of the way.

We look forward to working with you over the next five years and welcoming you to the Montgomery family.

Yours sincerely,

Mrs Campbell

Senior Teacher in charge of Transition

Curriculum Leader of PE