4th May 2023

Dear Parent/ Carer,

**Induction to Wellfield Academy – Year 7 September 2023**

As we write to you today, the transition of information is already well underway between schools and we are building a picture of a fantastic year group – the Class of 2028.

In this letter you will find more information about the arrangements for our Year 6 induction programme for students starting in September 2023. As noted in the initial welcome letter, we would like to invite your child to Wellfield for two days on **Thursday 29th June** and **Wednesday 5th July** **2023**. The first day, Thursday 29th, is a Pastoral Day and students will have the opportunity to meet their new House Progress Leader and use the time to get to know other members of their House. The second is a Curriculum Day to meet more of our staff and enjoy some taster lessons in specialist areas around school.

Some things that you will need to know and prepare for:

1. Your child’s primary school may give you further information about this but all students should come to the induction day dressed in their primary school uniform.
2. On both of the induction days, your child will need to bring with them a packed lunch or [approximately] £2.50 for a school lunch. If your child currently receives Free School Meals, lunch will be provided.
3. They will need to bring their trainers on Thursday 29th. They *do not* need their PE kit. Your child will need to bring some equipment (pen, pencil and ruler) on both days.
4. Students need to arrive at Wellfield for 9.30am on both days and will be dismissed at 2.30pm. Please ensure that they are aware how they are getting home either making their own way or being collected.

We will send your child’s Headteacher a copy of this letter to make sure that they are aware of the information that we have shared. I am sure that you will get an update from the school – our primary colleagues are always very supportive of all of the transition activities that take place.

On the **evening** of **Thursday 29th June** there will be a meeting for parents in the school sports hall at 6.00pm. Traditionally, this has been an evening that is very well attended and one that has a real benefit for the students.

During the evening there will be presentations by the Senior Leadership Team and House Progress Leaders.  After this meeting has taken place, you may also like to make an appointment to have discussion with our Pastoral Behaviour Managers or the Head of Learning Support. This may not take place during the evening but a telephone appointment could be scheduled in the days that follow.

We would like to ask for your support to collect the information and permissions that we need for a seamless start in September. In addition, we think that it is important to ask you and your child for your personal views to ensure that the transition can be smooth and successful. In this pack, please also find enclosed:

1. Parent Transition Information Sheet
2. Student Transition Information Sheet
3. Data Collection Sheet
4. Photographic & Video Consent Form

We will plan the House groups during the week beginning 6th June and this means that the return of this information is crucial so that we are well informed. Please complete these documents and return them to school no later than **Monday 22nd May**. There is a stamped addressed envelope included for your convenience.

If you have any further questions about the arrangements outlined in this letter or the information that we need, please contact school via e-mail at transition@wellfieldacademy.org . Please also feel free to contact us should you require any support or assistance in completing the forms.

We are really looking forward to meeting your child in June first of all and then welcoming them into our family for their formal start here at Wellfield Academy on **Tuesday 5th September**.

Yours faithfully,



Mr J Lewis

**Headteacher**