



Wellfield Academy

Headteacher Mr J Lewis

Induction to Wellfield Academy – Year 7 September 2024

Dear Parent/Carer

As we write to you today, the transition of information between primary and secondary schools is well underway and we are building a picture of a fantastic year group – the Class of 2029.

Miss Horsfield (Head of Year 7) has been conducting primary school visits collating information from teachers and we have had an excellent response to the online parent Transition Form. If you have not yet completed this please look back through your emails from transition@wellfieldacademy.org or click on the link on the school website (Year 6 to 7 transition area). We think that it is really important to ask for your views so that the transition can be successful.

Information Collection

We would like to ask for your support to collect some information and permissions that we need now to make sure we have a seamless start in September. In this pack, you will find enclosed:

1. Induction Booklet 2024 Intake (*please keep*)
2. Student Data Collection Sheet (*please return*)
3. Photographic & Video Consent Form (*please return*)
4. Stamped Addressed Envelope

Rest assured that all personal and special category data we collect is stored and processed in line with our data protections policies, procedures and our privacy notice. A link to our privacy notice is on our website.

It is safeguarding best practice that we have sight of a child's birth certificate when they are admitted to school. This is a means of identification of birth name, their age and the legal parents. Please be prepared to bring this with you on Transition Evening and note that we will not take a copy of the certificate, this is for sight only. In the Student Data Collection Sheet, you will notice that there is a reference to '**Birth Certificate**' - **School Use Only - Y/N**. This is for school to complete later in the year.

Please complete the Data Collection Sheet and Photographic & Video Consent Form and return them to school no later than **Friday 7th June**. There is a stamped addressed envelope included for your convenience.

Transition Section of the Website

If you visit www.wellfieldacademy.org and click on the "Parent Area" button, then the "Year 6 to Year 7 Transition" section, you will find an electronic version of the Induction Booklet 2024 Intake as well as a range of documents we suggest you read as part of the induction process.

Parent Area

Year 6 to Year 7 Transition >



Supported by Endeavour Learning Trust
Registered in England
Company Registration Number 7848372
VAT Registration Number 125718416

01772 421303
enquiries@wellfieldacademy.org
Yewlands Drive, Leyland PR25 2TP
wellfieldacademy.org



Wellfield Academy

Headteacher Mr J Lewis

Transition Days – June & July 2024

As noted in the welcome letter, we would like to invite your child to Wellfield Academy for two days on **Thursday 27 June** and **Wed 3rd July 2024**. Students will meet their new classmates and our staff and enjoy some taster lessons around school. All planned of course to familiarise the students and induct them to Wellfield Academy.

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

1. Students should come dressed in their primary school uniform.
2. Students should bring a refillable water bottle.
3. On both of the induction days, your child will need to bring with them a packed lunch or cash to purchase food from our canteen. If your child currently receives a free school meal, their lunch will be provided. We must stress, we are a cashless school, please send them with the correct change. **£2.50** per day will enable your child to choose a hot meal/sandwich, and a dessert or a drink. Please note there will not be a break service that day so students should bring their own snack.
4. Students will need to bring their trainers on both days but they *do not* need their PE kit. Your child will need to bring basic equipment (pen, pencil and ruler) on both days.
5. Students need to arrive at Wellfield Academy from 9.15am onwards for a 9.30am start on both days and get collected at 2.30pm. We ask that you make your own arrangements for their journey to and from school as part of their experience. Unless you tell us differently we will allow them to leave the school site unaccompanied at 2:30pm.
6. If your child has a medical condition that we need to know about on the day please let us know. If they will need to take medication you must contact the school office before the day.

Transition Evening

On the **evening of Thursday 27 June** there will be a meeting for parents in the school 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. Your child is welcome to attend, it is not essential but many do choose to do so.

During the evening there will be a presentation by senior staff, you will also have the opportunity to meet with your child's new Head of Year, Key Stage Leader and other school staff, including where possible, their Tutor. There may also be an opportunity to speak to our SENDCo Miss Butterworth, but if this is not possible on the evening we can arrange for a follow up telephone appointment.



Wellfield Academy

Headteacher Mr J Lewis

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.

Next steps:

1. Please complete the Student Data Collection Sheet and Photographic & Video Consent Form and return in the stamp addressed envelope by **Friday 7th June**.
2. Read the Induction Booklet 2024 Intake with your child and keep for your records.
3. Visit the Year 6 to Year 7 Transition section of the school website
4. Add the following dates to your calendar:
 - a. Transition Day 1-Student attends 9:15-2:30 **Thursday 27th June**
 - b. Transition Evening- Parents and student attends 6pm **Thursday 27th June**
 - c. Transition Day 2-Student attends 9:15-2:30 **Wed 3rd July**

We understand that for a parent their child's transition to High school can be both an exciting and nervous time. We value parent and school relationships and if there is anything that you would like to clarify or are unsure about along the way please do reach out and make contact with us. 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

We are really looking forward to meeting you and your child, first of all in June and Jul, then welcoming them for their formal start here at Wellfield Academy on **Wednesday 4th September**.

Yours faithfully

Mrs L Park

Assistant Headteacher