



Wellfield Academy

Headteacher Mr J Lewis

6th March 2025

Welcome to Wellfield Academy-Year 7 September 2025

We are delighted that your son/daughter has been offered a place at Wellfield Academy for September 2025 and look forward to welcoming them fully to our school community. They will be joining us at a very exciting time in the development of our school. This is our 90th anniversary year and we are currently working towards a school rebuild which will provide state of the art facilities for your child during their time at Wellfield. Additionally, our school continues to go from strength to strength as the number of families choosing our school has significantly risen over recent years and we are thriving as part of the Endeavour Learning Trust. It is an exciting time to join Wellfield Academy and it is a fantastic time for your son/daughter to be a part of our family. We are aware that the transition to secondary school, whilst being very exciting for many, can sometimes be worrying for parents and children. It is our aim that this process should be as seamless and stress free as possible. With that in mind, we wanted to include some detail for you so that you know what will be happening to help this process be as smooth as possible. The number of families that have chosen us has significantly increased over the past four years, something which no doubt recognises the fantastic progress we have made as a school. The students will be the first to tell you how much they love their school and that they are looking forward to welcoming you into our community centred family which hopefully provides you with confidence and comfort in the decision you have made.

Transition Events

School visits; In the summer term, a member of our transition team will visit each feeder primary school to discuss individual needs, friendship groupings and curriculum matters relevant to their transition to our school. If your child is gifted & talented, has special educational needs, medical issues or any other significant information, this is discussed as a matter of procedure, so please do not worry about this.

Parental Forms; Shortly after receiving this letter, you will also be invited to complete an online form which will arrive via email. You will also receive some paper-based forms to complete. Both allow us to collate vital information from parents/guardians, please do prioritise completing these.

Induction Evening; You, along with your child, are invited to an Induction Evening to be held at **6pm on Thursday 3rd July 2025**. On this evening there is usually a short presentation, after which you will have the opportunity to meet with a range of key staff, including the Head of Year 7, SLT link and SENDCO. We will send you more details nearer the time.

Transition Days; All our new students will also be invited to spend two days in school to meet with a range of teachers, their Head of Year and to get to know the students in their year group. The dates of these are **Thursday 26th June** and **Thursday 3rd July** (the same date as the Induction evening). These days are an excellent opportunity for your child to get a feel for the school and for us to really start to get to know them individually as well as making friends, you and the Headteacher/Year 6 teacher of your child's primary school will receive detailed information about the arrangements for these days nearer to the time.

Transition Support; We will look to have an additional settling in visit for students who would benefit from additional transition visits. More information will be available regarding this after we have conducted school visits and assessed the requirements. If, for any reason, you feel that your child would benefit from further transition days, then please don't hesitate to get in touch and discuss this with us.



An Endeavour Learning Trust School
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Summer School

We are considering having a Summer School for year 6 to 7 students on 20th and 21st August if interest makes this viable. When you complete the form to accept your son/daughters place please indicate if this is something you would be interested in so we can evaluate potential numbers.

Accepting Wellfield Academy School Place

To help us with our planning and organisation it is useful if we know who is accepting a place, we are asking if you could complete this very quick [form](#) to clarify if you are accepting. To appeal the place, you should follow the procedure outlined in your email from the local authority stating your school offer.

If you didn't put us as your first choice, please don't worry. We will be more than happy to show you round at a time that suits you so that you can see what a special place this really is. We are confident you will be reassured once you get a feel for the warm, welcoming, calm and focused atmosphere we have around the school on any given day. If you would like a look around now that you know you have been allocated to Wellfield then please call our school office or email transition@wellfieldacademy.org.

Any questions

I hope that the arrangements, will reassure you and your child but please do not hesitate to contact us should you have any further concerns or questions. If you have any questions or queries throughout this process, please either contact the school office or email transition@wellfieldacademy.org. Mrs Park (Assistant Headteacher) leads on the transition process within school, she monitors this inbox and will endeavour to answer queries you have and support you and your child through this important transition time.

Summary of action points

- Contact us if your email has changed from the one you used to apply for your son/daughter's place.
- You will receive a link via email requesting **parental transition information**, asking information such as friendships, we use it to assist deciding tutor groups and to get to know the young person, please complete it.
- Via the post you will receive a **data collection form** please complete and return by the deadline given, this is data such as contact details and medical needs etc that is mandatory to have.
- Please add the two transition days that students attend (**Thursday 26th June** and **Thursday 3rd July**) and the transition evening that parents and students attend (**Thursday 3rd July**) to your calendar.

Welcome to the Wellfield family- we are very much looking forward to meeting with you and your child in the Summer Term and to provide them with 'Nothing but the Best' throughout their time with us.

Yours sincerely,

Mr J Lewis (Headteacher)