

# Alcester Academy

Headteacher: Mrs Sarah Mellors  
Deputy Headteacher: Mrs Wendy Woodman



Assistant Headteacher: Miss Karen Buckthorp  
Assistant Headteacher: Mr Nick Cooke

1<sup>st</sup> April 2022

Dear Parent/Carer

It is with great delight that I am writing to you regarding the transition of your child to Alcester Academy for September 2022.

By now, you should have already received a letter from Mrs Mellors, Headteacher welcoming you to the Academy. We hope that this begins a five-year partnership together as your child embarks upon the next stage of their education.

During this term, the Senior Leadership Team and I will be spending time liaising with your child's primary school teachers. At Alcester Academy we consider this to be a pivotal part of the transition process. Mrs Bush will be in contact soon in circumstances where we feel SEND students would benefit from some form of pre transition.

Staff will exchange critical information about the care, guidance and support offered currently to all the children. This will include information about the academic and social development of the children along with details of talents, hobbies or additional educational needs. Our SENCO, Mrs Anita Bush and the Designating Safeguarding Lead, Miss Karen Buckthorp, will be involved in additional transition work for those students who require this.

In addition to this, our Induction Day will take place on **Wednesday 6<sup>th</sup> July 2022** and this date has been communicated to your child's primary school. We are hoping that this day will be able to take place in school, following Covid-19 and social distancing guidelines. However, if we cannot conduct this day in person, it will take place online through the remote platform of Google Classroom. We will be in contact shortly with more information regarding this day.

We will also be holding a New Parent's Evening on **Tuesday 5<sup>th</sup> July 2022 at 6.00pm**. During this evening, our Senior Leadership Team will inform you of key information regarding the school, staff and routines and it will also provide a forum for any of the questions or queries you may have. Again, we are hoping this evening can take place in person, but if this is not possible it will be recorded and uploaded on our school website.

In addition to the above dates, we will also be running an optional summer school during the week beginning **Monday 25<sup>th</sup> July**, providing students with the opportunity to complete a variety of activities, including a trip, and allow them to meet their peers. We will write to you soon about the cost of this experience and further details.



As a part of ensuring parents and students receive key information and feel as reassured as possible, we will also be in regular contact with information and updates regarding the school. As part of this ongoing communication, I have uploaded a newsletter to the transition section of the school website ([Alcester Academy | Year 6 to 7 Transition](#)) containing information about key staff and the school, answers to common questions and some transition activities for students to complete, with the focus being on preparing students for starting at Alcester Academy.

Please be assured that we will keep you updated over this critical term through regular correspondence. Please also keep an eye on the website for updates about Transition 2022 [Alcester Academy | Year 6 to 7 Transition](#). If you require any additional information in the interim, we have key email addresses at the end of this letter as guidance for your enquiries or questions.

Many thanks in advance for your support and I look forward to our future correspondence.

Yours sincerely



Miss Hammond  
Transition Coordinator

Useful email addresses:

[sarahmellors@alcesteracademy.org.uk](mailto:sarahmellors@alcesteracademy.org.uk)  
[anitabush@alcesteracademy.org.uk](mailto:anitabush@alcesteracademy.org.uk)  
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Mrs Sarah Mellors, Headteacher  
Mrs Anita Bush, SENCO  
Miss Karen Buckthorp, Assistant Headteacher -  
Wellbeing (Oversight of pastoral care and DSL)  
Miss Ceri Hammond, Transition Coordinator  
For general enquiries

Visit our website at [www.alcesteracademy.org.uk](http://www.alcesteracademy.org.uk) for general information.