

Alcester Academy

Headteacher: Mrs Sarah Mellors



Director of Studies: Mrs Wendy Woodman
Director of Student Wellbeing: Miss Karen Buckthorp

1st May 2020

Dear «TITLE» «PARENT_SURNAME»

It is with great delight that I am writing to you regarding the transition of «Forename» to Alcester Academy for September 2020.

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.

Staff will exchange critical information about the care, guidance and support offered currently to all of 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.

Normally, at this time we would be able to offer Year 6 parents and children an additional opportunity to visit the Academy to meet the leadership team, tour the school building and provide you with dates for our transition events. However, due to the current situation and uncertainty surrounding when schools will open again, I hope that you will understand that we cannot provide you with any dates at this time. Instead, our main focus is adapting our normal transition processes to make all current communication remote.

As a part of ensuring parents and students receive key information and feel as reassured as possible, we will be in regular contact with information and updates regarding the school. As part of this ongoing communication, I have sent a newsletter 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.



SCHOOL MEMBER

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 2020. 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
anitabush@alcesteracademy.org.uk
karenbuckthorp@alcesteracademy.org.uk

cerihammond@alcesteracademy.org.uk
admin@alcesteracademy.org.uk

Mrs Sarah Mellors, Headteacher
Mrs Anita Bush, SENCO
Miss Karen Buckthorp, Director of Wellbeing
(Oversight of pastoral care and DSL)
Miss Ceri Hammond, Transition Coordinator
For general enquiries

Visit our website at www.alcesteracademy.org.uk for general information.