

Alcester Academy

Headteacher: Mr Paul Hyde BSc MSc NPQH



Deputy Headteacher: Mrs Sarah Mellors BEd (Hons)

5th June 2019

Dear Parent / Carer

It is with great pleasure that I am writing to you with final details of Year 6 Induction at Alcester Academy:

Thursday 13th June – 9.30-11.00 – Pre Induction morning (for invited children only). When dropping off your child please use the student entrance, where you will be greeted by a member of staff.

**Wednesday 26th June – 6.30pm - New Parents' Evening. Students also welcome
(The Academy caterers invite you to sample some of their products from 6-6.30pm)**

Thursday 27th June 2019 – Induction Day for Year 6 children

Induction Day has been designed to help the new students settle into life at the Academy and meet some key people. Students will be expected to wear their Primary School uniform on the day.

The day will begin at 8:50am promptly in the main hall. Whilst we very much appreciate how excited the children will be, and what a pivotal day it is in their education, we would ask that you say 'farewell' to them at the Academy gates. Staff and students will be around to guide your child to the Hall.

There will be an initial assembly in the Hall with Mr Hyde and myself, followed by an orientation session to provide critical new information. We hope that the students will also make some new friends at this point.

The remainder of Induction Day will showcase some creative workshops based in some of the subject areas that the students will experience in September. Students will be put into their new tutor groups for the day. These groups are no indication of future teaching sets. A large part of the day will be spent in the care of the tutor group 'getting to know' each other.

To enhance the day, students will need to bring some basic stationery with them; pen, pencil and ruler. We recommend that the students should also have a water bottle with them on the day; it is often very hot at this time of year.

Students may wish to bring a snack for break time and/or a packed lunch. Food will be available to buy on the day and an exemplar list with pricing has been included for your interest. Students can pay with cash on the day. The 'Meal Deal' costs £2.10 for a hot meal and a dessert. Drinks are an additional cost, although water is available in areas of the school throughout the day free of charge. Please bear in mind that food is also on sale at break time. This is not until 11am and so an adequate breakfast is essential. The students will be escorted into the hall at break time and lunchtime slightly earlier in order to familiarise themselves with protocol at these key times. If your child is in receipt of free school meals, we ask that you let the academy know of this in advance of the day.

If we are unaware of any serious medical needs related to your child, please contact our LSU (Learning Support Unit) before Induction.

The Induction Day will finish at 3.15pm. Please make specific arrangements to collect your child. The area directly outside school gets very busy at the end of the day. Do not come to main reception to collect children; outside school is the most convenient place to arrange pick up from.

Note: Year 6 students will not automatically be allowed to travel on school transport on this date. We apologise for any inconvenience caused for this one day and hope that you are able to make alternative arrangements for this date.

Senior staff 'Drop-In' will take place until 5pm on this date for Year 6 parents/carers just in case there are areas that you would like to discuss further about transition generally or specific to the day.

During New Parents' Evening (Wednesday 26th June), Mr Hyde; Headteacher, will provide you with more information about the Academy. You will also be provided with a Parent/Carer Handbook. There will be an opportunity to speak with key staff, including your child's new Form Tutor. You may also wish to liaise with the uniform supplier, sample some of the delicious food the children can buy at the Academy each day and meet some of the Governors. In my additional role as SENCo, I will also be available.

Please make your way to the Hall for the start of this session. Your New Parent Pack will have details of the allocated Tutor Group on the front for reference. Remember that the students have not been provided with a choice of which friends they would like to be with. The academy endeavours to place students from the same school together in small clusters, where possible, to support a smooth transition.

Should you be unable to attend this evening, information packs will be posted home to you.

Please note that there will be a Year 7 trip during the first week of term in September. This will require a prompt return of consent forms etc; full details will be included within a pack which will be given to you at the New Parents' Evening.

If you have any queries, please do not hesitate to contact me via telephone or email sarahmellors@alcesteracademy.org.uk

In the meantime, liaison visits and meetings will be taking place at Primary schools to prepare us for our exciting journey ahead.

Remember parental drop-ins are running each Wednesday at the Academy throughout the summer term, 3.30-4.30pm, should you have any queries. Please ensure that the Leadership Team member on duty is made aware that you are a new parent if you attend.

We are looking forward to meeting you very soon.

Yours sincerely

Mrs Sarah Mellors
Deputy Headteacher/Transition Co-ordinator