

27 April 2023

F.A.O Parent / Carer of **[STUDENT NAME]**

Address

Dear Parent/Carer,

OGAT Student Reference Number: [REFERENCE]

Welcome to Outwood Academy Acklam; we are delighted your child will be joining us in September. We appreciate that you, like us, want the best for your child. We look forward to working with you to develop an effective relationship, ensuring your child is successful and achieves their potential in all aspects of their secondary education.

IMPORTANT: Firstly, the main purpose of this letter is to ask you to complete the data collection google form, <https://forms.gle/ciYmGbbSmY4AZDof8>, this link can also be found on the 'Transition' section of the Academy's website. You will be asked your child's Student Reference Number which is listed above.

These forms are vital to ensure that your child has the best possible start with us and enables them to access all school services, including school dinners.

We understand that not all parents have access to a computer, tablet, smart phone or internet usage, therefore the data collection sheet is also attached for you to return to the Academy, rather than online.

You must complete this form no later than **Friday 30 June 2023**.

Transition Events

At this stage, I would like to draw your attention to our **Y6 Meet the Tutor evening** and **Transition Induction Days** for new students.

The **Y6 Meet the Tutor evening** will take place on **Monday 3 July 2023** at **4:30pm – 6:00pm**.

The Transition Induction days have been rescheduled to comply with all schools in our area and will now take place on **Tuesday 11 July 2023** and **Wednesday 12 July 2023**. Year 6 students will spend time with their peers and tutors, as well as experiencing exciting and engaging lessons throughout the Academy.

Lunch will be provided, free of charge. Students are also welcome to bring a packed lunch if they wish.

We ask that Students arrive at **8:00am via Gate 1** which is located at the front of the Academy. This will be sign posted and staff will be on hand to assist you.

Year 6 students should make their own way to and from the Academy on Transition Induction Days, please make arrangements for your child to travel safely. Unfortunately the Academy does not run a bus service for students, however students who require these bus routes are covered by Stagecoach buses. Timetables are available on the Stagecoach website - www.stagecoachbus.com.

All Year 6 students will be dismissed from school at 2.00pm. Staff will be present to assist you.

Please be aware that there are 270 Year 6 students joining us for the transition days and we have very limited parking and drop off spaces available however, there is a car park to the left when you come into the school site which can be used.

Parents / Carers are welcome to make their way to the Theatre where they can meet students, wait at the carpark or at the end of the Academy drive where students will be escorted to, or allow students to make their own way home. Students travelling home with a friend or sibling who already attends Outwood Academy Acklam, will be supervised whilst they wait until 2:30pm in the Theatre.

Attached is a form to help us with the running of the Transition days and for your Child's welfare. Please return this to the academy as soon as possible or contact our Reception on **01642 818200** who can take the information form you over the phone or email **enquiries@acklam.outwood.com**.

Our school address is as follows:

Outwood Academy Acklam
Hall Drive
Acklam
Middlesbrough
TS5 7JY

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

Please ensure you have discussed this with your child and they are aware of what they need to do at the end of the day.

During the coming weeks, some of our staff will be contacting primary schools to gather crucial information about your child's specific needs. This will facilitate a seamless transition into Year 7 and help us to make appropriate arrangements for those students with special educational needs and other additional needs.

Free School Meals

If you feel that your child is entitled to Free School Meals, please contact Middlesbrough Council to make an application using the link below or call **01642 726541**:

<https://www.middlesbrough.gov.uk/benefits-and-council-tax/free-school-meals>

Please note that you must make an application for all of your children who attend the Academy, therefore a new application must be made for your child who is joining us in September, even if they have siblings in another year group who also receive Free School meals.

Uniform

Outwood Academy Acklam provides your child's first school uniform bundle free of charge. A letter regarding the order of your child's uniform has already been sent to you. All new Y7 Uniform bundles must be ordered through the 'Girl / Boy' links on the letter. These links can also be found in the 'Transition' section of the Academy's website. Bundle orders must be made by **Sunday 14 May 2023**.

If you wish to purchase any additional items, you can do so directly through the Trutex online website, www.trutex.com. Please be aware we no longer sell uniform direct to parents from the Academy.

Also find below a link to the Outwood Grange Academies Trust Hardship Policy and Application Form which details financial help that may be available towards the cost of additional uniform. Once an application has been submitted to the Academy, a letter will be sent out confirming if it has been successful. Any successful applications will receive a code to be used online to access the discounted prices.

Hardship Policy - <https://shorturl.at/dopMV>

Policies

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As part of our data collection form we need you to confirm you have read and agree with the following policies:

Biometric policy - <https://shorturl.at/crHJP>

E Safety Policy - <https://shorturl.at/zHOQ8>

Photograph Policy - <https://shorturl.at/eijxV>

If you require a printed copy of any of the above policies please contact our reception on 01642 818200 who will be happy to arrange collection of these.

Photographs

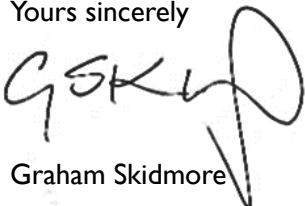
During the transition days we may take photographs of your child engaged in different activities. These are for Academy use only. We would also love to add some of these photos to our Social Media pages, please note your consent for this on the form attached.

You can keep up with all the weekly news at our Academy through Twitter via @OutwoodAcklam and Facebook via @Outwood.acklam.

All of the information above, plus more can be found on the 'Transition' section of the Academy's website, www.acklam.outwood.com.

We are very much looking forward to welcoming your child and want to ensure you and your child feel supported and prepared for the move to Outwood Academy Acklam. If you have any queries or concerns, are unable to access the school website or would like to discuss your child's additional needs, please don't hesitate to contact us at enquiries@acklam.outwood.com or on 01642 818200.

Yours sincerely



Graham Skidmore
Principal

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