



Dear Parent/Carer

April 2020

We write to you at an extraordinary time and we hope you and your family are keeping well.

We are delighted your child has a place in our incoming Year 7 and we are excited to meet with them as they begin their secondary education. Whilst we understand this is a difficult and concerning time particularly for parents and carers of Year 6 pupils we would like to reassure you that we will do our very best to ensure your child/ren's smooth transition to life at the academy and we hope you find this letter and its contents informative.

Important Documents

Please find enclosed the following documents

- Admission Form (cream)
- Privacy Notice (blue)
- Parental Consent Form for Induction Days (yellow)
- Supporting your Child Information sheet
- Uniform Information Letter

We would be grateful if you could return your completed forms to the school office (in the envelope provided) either by hand or in the post no later than **Friday 1st May**. Once we have received these, we can begin processing your child's application.

Transition Information

Usually at this time of year we are holding meetings with colleagues in our feeder primary schools and collecting information about each individual child. This process will still happen and Miss Briggs will be communicating with Headteachers, SENDCos and Year 6 staff in order to have a good knowledge of the children who are joining us. After the Easter holidays Miss Briggs or Mrs Howorth will be telephoning parents and carers of our new intake to provide an opportunity to introduce ourselves to you, for you to be able to ask questions and pass on any information you feel is relevant to help your child at school. We will be using the telephone numbers provided at time of application. If these numbers have changed please make sure the updated details are on the completed admission form.

In previous years we have asked Year 6 teachers to send us children's work. This process might be delayed this year and, as a substitute, we would like it if your child/ren could send a **handwritten letter** to us at school. The letter does not have to be long but could include a description of themselves, hobbies or favourite things plus the things they are looking forward to when they join the academy. These letters (with your child/ren's name) can be included in the completed forms envelope.

Induction Days

Our Induction Days are scheduled for 2nd and 3rd July. On Thursday, 2nd July we are due to hold our Year 6 Parents' Meeting. At this moment in time we do not know what government guidelines will be in place but, if these events need to be postponed, we will look to make alternative arrangements for parents and carers to meet with key staff and for the children to have their induction programme.

The May Taster Day in half term has been cancelled.

Uniform Pop-Up Shop

Please see enclosed letter regarding our uniform requirements. Can I particularly draw your attention to shoe requirements and please make sure your purchases comply with these regulations.

To allow you to purchase the correct size blazer, we are running two afternoons where you will be able to try and buy our uniform. These are being held on

Thursday 2nd July	4pm – 6pm
Monday 13th July	3pm – 5pm

The fitting should only take a few minutes and no appointment is necessary between these times on these dates. We hope very much that you will be able to attend one of these dates with your child in the Lakeside Hall. Alternatively, uniform orders can be placed via the Academy website: link <http://www.just-schoolwear.co.uk/shop/Kirk-Hallam-Community-Academy.html>

If you have any queries, please contact Miss Briggs, our Transition Co-ordinator/Head of Year 7 who will be happy to assist you. Please use the admin@kirkhallamacademy.co.uk email address and requests will be forwarded to her.

We will keep you updated with transition arrangements as we receive information and guidance. Over the coming weeks the Transition page on the school website will be updated with information including the start date for September.

We are very much looking forward to working with you and we thank you for your understanding in the situation we are currently in. In the meantime, we would like to take this opportunity to wish you and your family the very best.

Yours sincerely,



Mr D Belshaw
Headteacher



Miss K Briggs
Head of Year 7 / Transition Co-ordinator