

Our Ref: Admin/Letters/190619ENU – Y6 Transition Day

19<sup>th</sup> June 2019

Dear Parent/Carer,

I want to take this opportunity to introduce myself as the Head of Year 7 for the upcoming academic year and invite your child to attend a Transition Event at Castle View Academy on Monday, 1<sup>st</sup> July. We aim to give your child a taste of what awaits them as they prepare to make the move across from Primary to Secondary education.

Students need to be dropped off at the main gate, next to the bicycle shed, no earlier than 8.45am where they will be taken into the Theatre for registration with their tutors and Year 10 mentors. After the Principal's welcome, students will spend some time getting to know their tutor and settling into the tutor base which they will join in September.

Our aim is for upcoming Year 7s to experience a variety of lessons and activities throughout the day, including break-and lunchtime with the rest of the school. Each Year 6 student will be issued with a school dinner card for lunchtime so that they can experience the choices that our canteen has to offer. If you require your child to have a breaktime snack, please pack this, along with a refillable water bottle.

To ensure students are fully prepared for the day, I ask that you send them to school wearing their regular school polo shirts and either shorts, trousers or skorts. Trainers may be worn for this day as there is an opportunity for some students to experience a PE lesson. We also require all students to bring in a school bag that contains a basic pencil case and writing equipment which they will need for their lessons.

Students will attend a roll call at the end of the day and should then be collected from the main gate by the bicycle shed at 3.15pm.

In the evening on the same day, you are invited to attend the Parent Event from 6.00-7.00 pm where you will have an opportunity to meet myself and Mr Christian Down, our Principal, along with other key members of staff who will be responsible for the welfare, safe-guarding and education of your child. At this meeting, you will be given a Parent Handbook which contains all of the registration forms you need to complete with your child's personal details. It is vital that these forms are returned to us by no later than Monday, 15<sup>th</sup> July.

Our uniform supplier, *Penelope Ann Schoolwear*, will be in school on the 1<sup>st</sup> of July from 5.00-7.30 pm for those parents who want to size, order and pay for their child's uniform for September. We will also have a stationery stall where fully equipped pencil cases can be purchased at a knock down price.

I am very excited to work with you and your child over the next academic year and look forward to meeting you on the 1<sup>st</sup> of July at 6pm.

Kindest regards



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Head of Year 7

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