

Parent Salutation
Address

Dear <<Parent Salutation>>

24 May 2021

<<Student Full Name>> joining Team Year 7 2021-22

I would like to take this opportunity to welcome <<Student Name>> as a Year 7 student at Workington Academy and to introduce myself as <<Student Name>>'s Director of Learning.

I am delighted that you have chosen Workington Academy for <<Student Name>>'s secondary education and we are very much looking forward to working with you and <<Student Name>> over the coming years, to ensure that <<he/she>> has every opportunity to become the best that <<he/she>> can be. We have a very exciting journey ahead of us together and I am looking forward to working collaboratively with you and <<Student Name>> from this point forward.

We are now making arrangements for <<Student Name>>'s transfer to Workington Academy ready for September 2021. I will be gathering a variety of information from yourselves and <<Student Name>>'s primary school, in order to ensure that we have all necessary information for <<him/her>> to make a positive start at Workington Academy.

As we are all aware, this last year has been a very challenging one for everyone, in terms of the COVID-19 pandemic and necessary restrictions being in place to try and prevent the spread of COVID-19 in communities and more specifically in schools. Although many restrictions have now and are continuing to be lifted, the Department for Education guidance for schools is still very much centred around taking a cautious and 'bubbled' approach and limiting contact between children and staff from different establishments, particularly indoors, until the end of the school year.

In view of this guidance, we are unable to offer our full programme of physical transition events this year. However, I am pleased to inform you that we are able to provide some opportunities to visit Workington Academy prior to September, including our fantastic Year 6-7 Summer School.

To supplement this programme, we also have a range of online familiarisation resources and virtual events planned, along with a range of information enclosed with this letter, which is all designed to support <<Student Name>>'s transition to Workington Academy, including;

- Team Year 7 Key Contacts Card
- Workington Academy Year 7 Information Booklet
- Virtual Information Evening Event Information – **taking place on 16 June 2021, 6.30pm**
- Team Year 7 Transition Website Information
- Summer School Information Leaflet
- Workington Academy Equipment and Stationery Pack Information

- School Transport and Free School Meal Information
- Student Profile Questionnaire (to be returned to Workington Academy by 09 June 2021 – please use the franked envelope enclosed)

Furthermore, despite the current DfE school COVID-19 guidelines making it difficult for us to host physical transition events, please be assured that we are continuing to work hard behind the scenes in close conjunction with <<Student Name>>'s current primary school to make sure that <<he/she>> will still have a positive and smooth transition to Workington Academy and to ensure that all essential academic, pastoral and individual need information about <<him/her>>, is transferred to us.

Along with our liaison with <<Student Name>>'s primary school, we also need your support to provide us with essential information about <<him/her>>, by completing our **Online Admission Form** and through returning the **Student Profile Questionnaire** form enclosed, (please use the franked envelope provided to return this to us).

Our **Online Admission Form** can be accessed by the link on the front of our Workington Academy website and Transition website – www.workingtonacademy.org or alternatively by scanning the QR code below;



Please can both <<Student Name>>'s Online Admission Form and Student Profile Questionnaire be completed and returned to us by Wednesday 09 June 2021.

Please note that the information provided in the Student Profile Questionnaire, along with information gained from <<Student Name>>'s primary school will be used to create our Year 7 Form Groups.

There will be further key and exciting information coming out to you over the coming weeks and I would like to take this opportunity to draw your attention to the following upcoming key dates;

- **Wednesday 09 June 2021** – Deadline for **Workington Academy Admission Form** and **Student Profile Questionnaire** to be completed and returned.
- **Wednesday 16 June 2021** – **Virtual Information Evening – 6.30pm** - Access via the Workington Academy website, YouTube or social media pages.
- **Friday 18 June 2021** – Deadline for Workington Academy **Summer School** Applications
- **Friday 2 July 2021** – Deadline for Workington Academy **Stationery Pack** orders.

- **Monday 5 July 2021 – Year 7 Tutor Meeting Day** - where you and your child will be assigned an individual meeting time to come to the academy and meet your child's form tutor and other key staff, (further information to follow).
- **Monday 19 – Friday 30 July 2021 – Workington Academy Summer School**

Please do also keep an eye on our Workington Academy social media pages on Facebook, Twitter and Instagram, along with our Workington Academy website and dedicated Transition website that contains lots of familiarisation information about our Academy for you to view.

- **Workington Academy Website;** www.workingtonacademy.org
- **Workington Academy Transition Website;** <https://vle.workingtonacademy.org/welcome-to-team-year-7>
- **Facebook;** <https://www.facebook.com/WorkingtonAcademy/>
- **Twitter and Instagram;** @workingtonacad

As well as us providing lots of information to help you and <<Student Name>> to get to know lots about Workington Academy over the remainder of the summer term, we are also keen to get to know more about <<Student Name>> too and to celebrate <<him/her>> becoming part of Team Year 7.

If <<Student Name>> has not yet completed <<his/her>> familiarisation task as detailed on <<his/her>> 'Team Year 7' card that was sent out to you in March, please can <<he/she>> return both a photo and short video clip to me by Wednesday 09 June via teamyear7@workingtonacademy.org Please be assured that these files will be stored securely and will be used to help key staff to become familiar with our new students and to create our 'Team Year 7 2021-22' welcome video, that we would like all of our new Year 7 team members to be a part of.

We cannot wait for <<Student Name>> to become a part of Team Year 7 and for you all to be a part of our Workington Academy family. I look forward to meeting you very soon.

If you do have any questions or queries at any time about any part of <<Student Name>>'s transfer to Workington Academy – please do not hesitate to contact me at ntweddle@workingtonacademy.org

Yours sincerely,



Miss Nicola Tweddle
Director of Learning – Year 7

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