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**THE BULWELL  
ACADEMY**  
*Creative  
Education  
Trust*

22 June 2018

Dear Parent / Carer

## **Stepping up from Primary School into The Bulwell Academy**

We are delighted that your child will be joining us in September and I know that, as a parent, you will be starting to think about the practicalities of starting a new school and preparing your child for the large step away from their primary school into the Academy is something we take very seriously.

### **Transition Day: Wednesday 4 July, 8.30am – 2.45pm**

You may know that all primary school children have a 'transition day' when they can experience what it will be like in their new school. The date for this is **Wednesday 4 July**. You will need to bring your child to the Academy for **8.30am on that day**, in their primary school uniform. To help you to manage any other child care responsibilities, there will be a Year 6 Breakfast Club available on that day where your child can be left in safety until school begins at 8.30am. The Breakfast Club will be available from 7.45 – 8.10am and a basic breakfast of buttered toast, will be provided free of charge.

Students will be given a free mid-day meal by the Academy, but if you would prefer they can bring their own packed lunch. Please note that the Academy policy states that canned drinks are not allowed on site. Please also ensure that if your child brings a mobile phone into school, that it remains out of sight and switched off during the day.

School finishes at 2.30pm on that day, however, Year 6 students will **finish at 2.45pm**; they will leave the premises by the normal student entrance. Parents are requested to wait at the front of the Academy building or by one of the school gates. If you would like an older sibling to collect your child please inform us by telephoning the above number – your child will then be held in the Main Hall until collected by the named brother or sister.

### **Transition Evening, Wednesday 4 July, 6 – 7pm**

We would like to invite you to The Bulwell Academy on the evening of 4 July. This is a special evening to give you the opportunity to meet with myself, members of the Senior Leadership Team, some of the teaching staff as well as your child's tutor. We expect this event to take no longer than one hour.

The transition evening will include a welcome and presentation by the Principal, much of which will be repeated from earlier in the day, so to prevent any of the year 6's becoming restless, staff will be on hand to deliver a programme of activities for them. There is, however, no expectation for your child to attend the evening session.



The Academy uniform provider, Just Schoolwear, will be on site to issue your child's new school blazer and tie. As the parent/carer, you will need to sign for the blazer - your child may not do so on your behalf. If you have not already had your child fitted for their blazer, please call the Academy on 0015 9647640.

**First Day of Term, Tuesday 4 September**

The first day of the new term for your child will be **Tuesday 4 September for an 8.30am prompt** start to the day. The Academy will be open to our new Year 7 students only on that day to enable them to settle before the older students start the following day. Further details about this will be sent to you before the end of term.

To help us to prepare for your child's arrival in September, a number of documents have been enclosed which need your attention - please complete these, where indicated, and return them to us on transition evening.

We have had a number of informal open evenings so that parents can get to 'know' us before their child starts school. If you have not attended any of these evenings or would like another look around the Academy please give the Academy PA, Mrs Sadler, a call and we will arrange this for you.

I look forward to meeting your child on Wednesday 4 July, but if you have any questions in the meantime, please do not hesitate to call the Academy and we will be happy to help.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Rob Derry', written in a cursive style.

**Mr Rob Derry**  
**Senior Vice Principal**

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