

1 July 2024

Dear Parents and Carers

We are delighted to invite your child to The Birley Academy for their Transition days on Monday 8th, Tuesday 9th and Wednesday 10th of July 2024.

Below is some key information which will help you and your child(ren) have a smooth transition to our school.

Before the Transition days:

Please complete the following forms

- Data Collection Form
- DfE Census form
- Biometrics Form

IMPORTANT:

These can be found on the school website <https://www.birleysecondaryacademy.co.uk/transition-documents-2024/> , please open the link, complete and submit. This is an essential requirement.

Your child should attend in their **Primary school uniform** and bring a **packed lunch, a water bottle and snacks**. If your child is in receipt of **free school meals**, please email transition@birleysecondaryacademy.co.uk and we will provide a sandwich, fruit and a drink.

Your child should arrive at the main entrance of The Birley Academy **at 9am** where they will be met by members of staff and taken into the Main Hall for an assembly. They will then meet their Form Tutor and the rest of their new tutor group. We have placed children into tutor groups based on information passed on from primary schools, ensuring that they are with at least one other friend and not with other students who they do not get on with. We also ensure that the tutor groups are balanced with regards to gender, ability and SEND needs.

Day 1 will be spent in their tutor group getting to know each other, the school and their form tutor. The day will **finish at 2.30pm**. Please ensure that you have made arrangements with your child for going home each day. If you are collecting your child please be aware that the car park does get very busy and therefore if you are able to walk to collect this is advisable.

On the second and third days of transition children will spend time with their form tutor and begin to attend lessons. On **Tuesday 9th July** they will be doing PE, children should wear their Primary PE kit for school, ensure they have a water bottle and bring suncream and a hat if the weather is hot. **Days 2 and 3 will also finish at 2:30pm**. This is outlined on the next page in a table for ease of reference.

At 5pm on Monday 8th July there is a presentation for all our new parents and families and a chance to meet Mrs Hall, the Headteacher of The Birley Academy, the senior leadership team and your child's Head of Year, Miss Bickerstaff. Staff from Pinders Schoolwear will be in attendance.

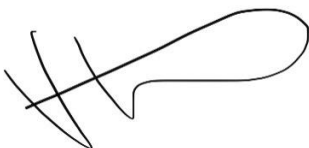
	Uniform	Please bring *do not include peanuts*	Start and End time	Additional events
Monday 8th	Primary school uniform	Water bottle Packed Lunch Snacks	9am 2:30pm	5pm Presentation to parents SEND drop-in
Tuesday 9th	Primary PE Kit	Water bottle Packed Lunch Snacks <i>Suncream & Hat if hot</i>	9am 2:30pm	
Wednesday 10th	Primary school uniform	Water bottle Packed Lunch Snacks	9am 2:30pm	

In addition, please be reminded that if your child has SEND needs, we have a parent drop-in on Tuesday 2nd July and Tuesday 16th July 2024. You are welcome to attend between 3.00pm and 5.00pm. Our Deputy Headteacher SEND and Inclusion is Mrs Husband, has liaised with each primary school regarding all pupil's SEND needs. If you have further questions or would like to arrange to meet with a member of the SEND team in addition to the drop-in on Tuesday 2nd and Tuesday 16th, please contact sarahhusband@birleysecondaryacademy.co.uk who will aim to facilitate this before the end of term.

If you have any concerns regarding your child's transition, please email transition@birleysecondaryacademy.co.uk

We look forward to meeting your child next week.

Kind regards,



Mrs Victoria Hall
Headteacher



Registered no. 08296921