

May 2020

Dear parents/carers of \*\*\*\*\*

I hope you are well and we would like to extend those wishes to your family. Following the most recent announcements by the Prime Minister, we wanted to write to you to confirm our transition plans for students currently in year 6.

\*\*\*\*\* has now been allocated to a progress tutor group and as you will see below, the tutor will write to you shortly:

Progress group: \*\*\*\*\*

Progress tutor: \*\*\*\*\*

As you will be aware, we usually offer six days of transition for students. Due to the current circumstances, we are having to postpone those days. I am aware that this will be a huge disappointment to students and parents and it is not a decision we have taken lightly. None of us knows when children will return and we want our next steps to be as clear as possible so we don't promise something we later have to cancel.

Whilst we are postponing the transition days, we want to reassure you that we will be offering transition in other ways. As well as writing to you to confirm plans, we will be introducing students to form tutors via letters and using regular videos to build up a picture of life at Forge - we'll be posting these on the Forge Facebook page and on our website. None of this ideal but our approach over the next few months, where we hope to have weekly content, will start to foster familiarity with Forge.

The exception will be the families of students with more complex needs and in the next few weeks, our Success Centre will be in touch with parents of these children to discuss plans.



**Ormiston Forge Academy** Wrights Lane, Cradley Heath, West Midlands B64 6QU **Principal:** Mr Andrew Burns  
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We will be working hard to place transition at the heart of our September start. We will keep students in mixed ability form groups for longer than before; making sure we get to know individuals. We will also aim to have transition days in September where the new year 7 cohort will get time in the Academy without other students. We see this transition period extending through September.

You and your children will undoubtedly have lots of questions as we move forward. We have attached a document with frequently asked questions (FAQ), we will continue to update this and make it available on the website. We would also welcome you to contact us at any time on a dedicated email address: [transition@oatforge.co.uk](mailto:transition@oatforge.co.uk) or via our social media channels.

In the meantime, we'd ask you to return the induction booklet that you were sent as part of the induction pack. This needs to be filled in and signed. We need this information to ensure that we have all of the information to enrol your child for their September start. You can post this information or drop it into the Academy and mark for the attention of Wendy Baker.

Finally, we see this as a process that will last until September and this regular, sustained contact will mean that our transition will ensure new students are given the best opportunity to settle when we start back; our staff will be with you and available every step of the way. We'll be available during the summer break and will try to accommodate any requests that you might have. We will also try and schedule some one-to-one online meetings if this suggestion proves popular.

Yours faithfully,

***T Daly***

Mr T Daly

Senior Leader Key Stage 3

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