

To the parent/carer of ...

June 2021

Dear parents/carers of ...

We trust that you and your family are keeping well. We wanted to write to you to confirm our transition plans for students currently in year 6. Whilst there is still a certain amount of uncertainty about the relaxation of Covid guidance, we are going to proceed with a similar plan to the one we used last year which was a virtual transition process.

«Forename» 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: ...

The local authority has confirmed this week that there will not be any physical transition days for any schools this academic year. Our transition days in September remain unchanged; the first two days of term will be exclusively for year 7 and year 12 so our new year 7 students will have an opportunity to acclimatise. We'll also be offering a summer school in the first week of the summer holiday, keep an eye on our social media channels and our website for details of how to sign «Forename» up. We have been able to plan a summer school because the students will not be going back into their primary settings after the week of activities.

As mentioned previously, we will be offering a virtual transition process, we ran a similar process last year and it was well received. 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. Our approach, over the next few months, is to have regular content and start to foster familiarity with Forge.

The exception will be the families of students with more complex needs, our Success Centre has already been in touch with many of the parents of these children to discuss plans.



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 also have transition days in September as mentioned previously.

You and «Forename» will undoubtedly have lots of questions as we move forward; we have attached a document with frequently asked questions (FAQ) and 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 or via our social media channels.

In the meantime, we would ask you to return the student information booklet that you were sent as part of the induction pack. This needs to be filled in and signed. We need this completed booklet to ensure that we have all of the information to enrol «Forename» in September. You can post this information or drop it into the Academy and mark for the attention of Wendy Baker. It's also worth drawing your attention to the free blazer voucher in your induction pack which you can get from our new uniform supplier, Crested Schoolwear in Dudley.

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 around 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 sincerely,

T. Daly

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