



Ormiston Victory Academy

Ormiston Victory Academy
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7th June 2017

Dear Parent/Carer

Ormiston Victory Academy Year 6 Transition Day – Monday 10th July 2017 & Extended Transition Arrangements

I am delighted that your child will be joining Ormiston Victory Academy this September and we are very much looking forward to welcoming both you and your child to our Academy family.

As you are aware, in addition to our Early Transition Programme between 11th – 21st July we are also holding our traditional Year 6 Transition Day on Monday 10th July 2017 from 8.30am to 2.45pm. This will be followed by a family celebration assembly at 3.15pm to which you and your family are warmly invited.

Students will need to enter the academy site via the student entrance at Stone Breck, where they will be met by Student Ambassadors and members of the Senior Leadership Team. If your child cycles to school there is space to securely lock bicycles in our cycle shelters using your normal security devices. If you prefer to drive and drop your child off, please enter through the main gates, where you will find spaces to safely stop.

Students should wear their current primary school uniform – there is no need to purchase Ormiston Victory uniform early.

Our academy café is providing a free hot lunch for *all students* on Monday 10th July and throughout transition fortnight. We would like all of our new students to have school lunch. Please complete the attached reply slip to indicate any special dietary requirements necessary.

The day will begin at 8.30am with students meeting in the main hall for an assembly with Miss Palmer, our Principal, and myself. The children will then be escorted to a series of lessons throughout the day by members of our Student Ambassador team, with the day culminating in the celebration assembly at 3.15pm.

As part of this assembly we will be creating a video montage to show you of some of the activities that your child has taken part in during Transition Day and for this reason, we ask that you complete the reply slip to confirm you are happy that your child may be photographed during the day. For safeguarding purposes, if student photographs are used, full names will not appear alongside the image.

It would also be useful if you would indicate on the reply whether or not you would like to attend the celebration assembly at 3.15pm. If you are unable to attend, please confirm that you will be able to collect your child at 4.00pm after the assembly has finished.

Please note that on the final day of our early transition programme, Friday 21st July 2017, all students (including year 6s) will finish early at 12.30pm and will be permitted to make their way home independently. We are however, happy to supervise your child until 2.45pm, our usual end of the school day, free of charge, **provided this is booked in advance**. If you would like to take advantage of this extended supervision for your child please indicate this on the reply slip enclosed, otherwise we will allow them to leave with the other students at 12.30pm.

Also enclosed within this letter, you will find information regarding the academy uniform. The ordering process is on-line (or by telephone), however if you prefer you can complete the enclosed order form and post this directly to the suppliers. If you usually receive vouchers from the Thomas Anguish Fund for uniform, please send the completed form directly to the academy, and we will order on your behalf.

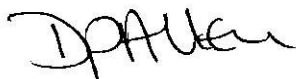
Full uniform guidelines and sizing information is also enclosed and further information can be found on our website. If you are unsure of the blazer sizing and would like your child to try a sample on, please contact Maria Burton-Shaw, Reception Manager on 01603 742310 or reception@ormistonvictoryacademy.co.uk who will be happy to arrange a suitable time between Monday 12th June and Friday 14th July 2017. To guarantee delivery for September, orders must be with the supplier by Friday 4th August 2017.

You will also find enclosed some other important and useful information, including our e-safety agreement, that we require you to read, sign and return where indicated, along with a useful return sheet and addressed envelopes. It will help the academy enormously if these can all be returned by Friday 16th June 2017, along with the attached reply slip.

Please do not hesitate to contact me if you need any further details regarding any of our transition events or the enclosed information using d.allen@ormistonvictoryacademy.co.uk or calling the academy reception.

We look forward to seeing your child and as many of you as possible on Monday 10th July 2017.

Yours sincerely,



Dr Dawn Allen
(Assistant Principal)

Student Name:

Transition Day Information

I **give/ do NOT give** (delete as appropriate) permission for my child to be photographed taking part in the Transition Day activities at Ormiston Victory Academy.

I confirm that I **will / will NOT** (delete as appropriate) be attending the celebration assembly at 3.15pm on Monday 10th July with _____ (insert number) other people.

I **would** like my child to be supervised at the academy **until 2.45pm** on Friday 21st July 2017 and **NOT released early** at 12.30pm (**Please tick the box**)

Tick

Medical Information

My child has these special dietary requirements:

My child has allergies to:

My child regularly takes this prescribed medication:

Please bring this medication with instructions to the academy before Transition Day – in a clearly named envelope

Emergency Contact number(s)

Contact 1

Name:

Relationship to child:

Contact Number:

Contact 2

Name:

Relationship to child:

Contact Number:

Signed:

Date:

Please return to Ormiston Victory Academy Student Services by Friday 16th June 2017