

15<sup>th</sup> June 2020

Dear Parent / Carer

It is with great sadness that I am writing to you to inform you that the proposed transition day due to take place on Monday 29<sup>th</sup> June will not be going ahead.

As I'm sure you will understand we follow all updates and guidance from the Government with regards to the ongoing Coronavirus situation and although things are slowly returning to the new normal we are not yet in a position to be able to welcome our Year 6 students.

The safety of all children and staff is our priority at all times. The transition day would have seen children from a large number of Primary schools coming together for the day. As I'm sure you will appreciate this would not have been in line with the current restrictions in place.

Several weeks ago we sent packs out to all parents / carers of Year 6 students. Within these packs were a variety of forms to complete and we stated that we would collect these forms from you on the Transition day. We have enclosed a prepaid envelope for you to place these forms into and post. Please can you do this to support us in securing vital information about your child. The forms we require you to send back in this envelope are:

- Student Data Collection Form
- Visits Medical Form
- Home School Agreement
- Biometrics Consent Form (At the back of the Biometric Policy)
- Photograph Consent Form (Appendix 1 at the back of the Photograph Policy)
- ICT and Youth Services Consent Form
- Privacy Notice for Students

In addition to the pack we also sent out a separate letter regarding an online data collection form. Thank you to those parents / carers who have completed this online data collection form. If you have not already done this then please do so. The link for this form is <http://datacollection.outwood.com>. In order to complete this data collection form you will require the unique student number that was in this letter. If you have misplaced the letter then please contact us and we will send you the unique student number.

We understand how important the process of transition is for all children. Your children are in a slightly different situation to other Year 6 students in that they will be the only year group starting with us in September and therefore there will be a programme in place to support the transition from Primary to Secondary ensuring that your child feels fully supported when they start with us.

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

Our uniform collection days remain in place. The uniform collection day is Thursday 16<sup>th</sup> July and an opportunity to exchange any items not suitable will take place on Friday 17<sup>th</sup> July. I will write to you closer to the time to give information on these days. We do not expect, that by this time, restrictions will have been fully removed and therefore it is likely we will place in time slots for parents / carers to collect. The uniform collection and exchange days will still take place at MFC Legends Lounge.

If you have not yet ordered uniform for your child the online ordering form has now expired. We have enclosed a paper order form for you to complete. Please do this as soon as is possible to ensure that your child receives their uniform prior to September. This can be posted back with the other forms we require in the envelope provided.

In order to further support transition we will also be making available activities through our website that students can complete relating to different subject areas they will be studying. We understand for some children they may be back at school and so will not have sufficient time to complete however we will make them available for those students who wish to do so.

We wish you and your family well and will continue to update you over the coming weeks. If you do wish to speak to anyone regarding Outwood Academy Riverside then please contact [a.mcneill@outwood.com](mailto:a.mcneill@outwood.com). We will continue to place updates and information onto our social media pages – Twitter @OARiverside and Facebook @outwoodriverside.

Yours sincerely



Miss A Howe  
Principal