

**To: All Parents/Carers of Year 7 students [September 2016]**

Dear Parent/Carer

We are delighted that your child has been offered a place at King's Oak Academy from September 2016.

We would like to run another great year of transition with you. For those newly connected to King's Oak, may I introduce myself as Transition Lead and Head of House, Miss Kate Jones, Phase 1 Leader and Mr Richard Clutterbuck, our new Principal; there is also the support from the Transition Team. We are all here to help settle your child into secondary school and offer continued support throughout their time at King's Oak.

There will be a number of opportunities for us to meet with you and your child depending on their individual needs which are outlined below; naturally we will communicate with the primary schools to co-ordinate these events:

- **Thursday 14 April at 6 pm** in the Hexagon. This will be an opportunity to 'meet and greet' senior members of staff, the Heads of House and our SENCO. Please sign the attached reply slip if you are able to attend.
- **During May and June** - Meeting with all the children in their Primary schools.
- **Thursday 30 June - Induction Day for all students**, followed by an evening for parents on the same date. More information about both of these events will be distributed during our visits to the Primary schools.
- **Monday 27 June – Friday 1 July - Extra transition sessions**. This will be available for any student who may benefit from this.
- **w/c 8 August - Summer School for all students**. We will contact you in due course. However, we are asking all parents to show an interest if they would like their child to attend the summer school to indicate possible numbers. Please complete and return the attached reply slip.

In addition to these events, we will be liaising with your child's Primary school to ensure that all relevant information regarding your child is transferred to us. To this effect, please find enclosed a parental questionnaire which gives you the opportunity to share any information which you think is necessary. We would be grateful if you could complete and return the form to us in the enclosed envelope as soon as possible to allow us to plan for your child's induction.

I look forward to meeting you and your students in the near future. In the meantime if you have any questions or concerns, please do not hesitate to contact me.

Yours sincerely



Mrs N Younger  
Transition Lead/Head of House

Miss K Jones  
Phase 1 Leader



Mr R Clutterbuck  
Principal

I N P U R S U I T O F E X C E L L E N C E

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To: The School Office, King's Oak Academy

**Meet and Greet evening for new Year 7 Parents – Thursday 14 April at 6 pm in the Hexagon**

Student's Name: \_\_\_\_\_ Primary School: \_\_\_\_\_

I/we will be attending the above event on Thursday 14 April.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Carer

**Proposed Summer School 2014**

Student's Name: \_\_\_\_\_ Primary School: \_\_\_\_\_

I would/would not be interested in my child attending Summer School during the summer holidays.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Carer