



23 June 2023

Dear Parent

Year 7 Welcome

A very warm welcome to The Carlton Academy. We are delighted to have your child joining us and look forward to building a partnership with you that will enable them to achieve academic success and thrive at our school and beyond.

Online parent information event

We will be hosting a virtual induction evening for parents on Wednesday 5 July 2023 at 6:30pm until 7:15pm. The event will provide helpful information for you and your child to support their transition to The Carlton Academy and we very much value your attendance.

This event will take place via Teams, [click here to join the meeting](#). Access can be via any computer or mobile device and you do not need a Teams account as you can join as a guest.

This letter also has lots of important information and you will also find additional information on our website: www.theacademycarlton.org.uk by selecting About Us / Transition and Feeder Schools or by clicking [here](#). This page contains FAQs and helpful information about our curriculum, uniform and opportunities we want every student to take part in when they join us.

Induction Day

On Wednesday 12 July 2023, your child will be spending the day with us here at The Carlton Academy. On this day your child will get to know some of the routines of the school and take part in some lessons and activities. The students will also be given a reading assessment and complete registration for biometrics cashless system ready for their lunch account in September. Details of your individual account will be given to your child on 12 July along with instructions on how parents register for ParentPay. your child should arrive at school and report to the area next to the Theatre by 8:40am, where they will be met by myself and other staff. your child should wear their current school uniform and bring a pen, pencil, ruler, water bottle and trainers. your child can have either a hot or cold "Meal of the Day" from the dining room at no cost or can bring a packed lunch. As your child is not yet set up on our cashless system they will not be able to access the dining room at break, should your child want a snack for break, they need to bring this with them. The day will finish at 2:55pm, if you are collecting your child by car please make arrangements to do this from the car park situated opposite in the Carlton Forum.

School Uniform and Measuring Service

On Monday 10 July 2023 between 4.30pm and 6pm our PTFA are running a pop up shop in the theatre to give you the opportunity to purchase preloved uniform. In addition, on Thursday 13 July 2023 between 3.15pm and 5.30pm, Just Schoolwear will be on site to offer a measuring and ordering service. This service is available for all families. For families in receipt of free school meals, the academy provides a first full set of branded uniform when their child starts at the school. This can then be swapped with the organized swap service at the school. School will provide a list to the suppliers of eligible students.

House and Tutor Group Information

Below you will find details of the House and Tutor Group that your child has been placed in.

Tutor Group: Provided to individual family
House: Provided to individual family

Meet the Tutor Evening

We will be holding **Meet the Tutor Evenings** and hope that both you and your child are able to join us. The evening will commence with a presentation in our Theatre from the Senior Leader linked to the House and the Head of House. This will be followed by an opportunity for you to meet your child's Form Tutor.

House	Meet the Tutor Date	Head of House	Senior Leader Link
Carnarvon	Tuesday 5 September	Mrs Chambers	Mr Hillyard
Cavendish	Wednesday 6 September	Mr Bali	Mr Byrne
Grove	Thursday 7 September	Miss Caines	Mrs Mullen
Hollinsclough	Monday 11 September	Mrs Blackwell	Ms Salvin
Hutchinson	Tuesday 12 September	Mr Sharpe	Miss Coleman

Year 7 Trip

As a conclusion to the transition process, we plan to take all Year 7 students to Walesby Forest Activity Centre on Wednesday 18 October 2023. The focus of the trip is to support students in developing relationships with each other and with the staff in their House team. Further information will be shared during the online parent event on 5 July.

Free School Meals

As an Academy we would encourage any family that meets the criteria to apply. Schools receive additional funding into their budget for all students registered for free school meals. This additional funding allows us to provide extra staffing resources and opportunities within school for your children. For more information please see our [website](#) on how to apply. If you are already in receipt of school meals the local authority will pass this information to us. If you are a city council resident, you **MUST** re-apply to the County Council for these meals as soon as possible.

Start of term

Students return to school on **Tuesday 5 September 2023** and should arrive between **8:30am and 8:40am**, in full uniform and ready to go into the Theatre at 8:45am. Once in school, we will take a register and then quickly get students into their new tutor groups. They **do not** need to bring PE kit for the first day. In addition, Year 7 will be the only students in school for a period of time in the morning, in order to:

- have a tour of the school
- be given timetables and have them explained
- take part in an ice-breaker activity

In the first week of school, Year 7 will have a longer lunchtime, starting at 12 noon. This gives all new students a chance to understand how the catering works and also be able to have a really great start to the important lunch time experience. There will also be an end of day assembly with the leadership team to give any key messages and answer any questions that have arisen during the day.

As students will have registered for biometrics when they visit in July and ParentPay will be set up, your child will be able to fully access the dining room. Students are also welcome to bring a packed lunch. We ask that you read the ParentPay letter for details of how to add money to your child's account for break and lunchtime purchases. Students in receipt of free school meals have an allowance automatically added to their account daily to be used that day.

Further information and resources are accessible via our [website](#). I urge you to look online very carefully with your child as it will help to answer many questions that you may have.

Medical conditions & medication

If your child has a medical condition or will require medication during the school day, please contact Miss Saunders via email to c.saunders@theacademycarlton.org

PTFA

Parents, Teachers, Friends and Family Association all help to raise money for events in school and the community. If you would like to join our PTFA please contact ptfa@theacademycarlton.org. More information can be found on our website.

Bikes, drop off and entrance gates

There are two entrances for students off Coningswath Road which will be open from 8am, we ask that you do not drive onto the school grounds unless you have an appointment or this has been previously agreed. For those students that travel to school on a bike there is a secure bike store near the Theatre.

Transition tasks

During Induction day your child will be given a number of transition tasks to support their start with us. This will be handed out during the induction day on Wednesday 12 July 2023. Students should bring in their completed task booklet on the 5 September in preparation for sharing with their English teacher that week.

Online Communication

We provide the majority of information to parents through electronic means. We use ClassCharts as our primary communication method with parents and students. You can access ClassCharts via a free app or their website, and it contains information about timetables, attendance, homework, behaviour, communication announcements and reminders. You are also able to use this app to message school and check we have correct contact details for you. Registration details will be sent out to you over the summer.

I look forward to welcoming your child to The Carlton Academy.

Yours sincerely



Ms Egwuma
Headteacher