



July 2021

Dear Parent

Year 7 Welcome

A very warm welcome to The Carlton Academy. We are delighted to have **NAME** 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.

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

HOUSE	TUTOR GROUP	HEAD OF HOUSE	SENIOR LEADER LINK

We will be holding our **Meet the Tutor Evening on DATE at 7pm-8pm** and hope that both you and **NAME** are able to join us. The evening will commence with a presentation from the Head of School, Ms Egwuma and the Senior Leader linked to the House, **NAME OF SLT**. This will be followed by an opportunity for you to meet NAME's Tutor and the Head of House. Enclosed is an admission booklet that we ask you to complete and return to us on the evening of Meet the Tutor event.

Induction Day

On Wednesday 30 June 2021, NAME will be spending the day with us here at The Carlton Academy. On this day NAME 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. NAME should arrive at school and report to the area at the front of the main school for 8:45am, where they will be met by Ms Egwuma. NAME should wear their current school uniform and bring a pen, pencil, ruler and trainers. NAME 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 NAME is not yet set up on our cashless system they will not be able to access the dining room at break. Should NAME want a snack for break, they need to bring this with him. The day will finish at 2:55pm, if you are collecting NAME by car please make arrangements to do this from the car park situated across the road in the Carlton Forum car park.

Year 7 Transition Trip

As a conclusion to the transition process we plan to take all year 7 students to an activity centre. The focus of the trip is to support students in developing relationships with each other and with the staff in their House team and raising students' aspirations. More information will be provided about this at a later date.

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. In 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.

Start of term

Students return to school on **Thursday 2 September 2021** and should arrive by 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 the morning; this gives us time to help do a number of things:

- Have a tour of the school
- Take biometric finger scans for our cashless catering system
- Be given timetables and have them explained

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. We will align Year 7 to the rest of the school when we are confident that they are ready. 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.

A full lunch time offer will be available on the first day of term provided free of charge to all Year 7 students. 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. Students in receipt of Free School Meals have an allowance added to their account daily.

This pack also contains important information and gives you a link to further resources we would like you to access online via our website. I urge you to read the information in this envelope and then look online very carefully with your child as it will help to answer many questions that you may have.

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.

Uniform

A full list of uniform and equipment is available on our website.

Medical conditions & medication

If your child has a medical condition or will require to take medication during the school day, please contact Miss Bowmar via email to h.bowmar@theacademycarlton.org

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 are bike racks available. In addition, on their first day and going forward we ask that you leave your child at the school gate.

Transition tasks

During the Meet the Tutor Event we will provide you with transition resources related to reading including:

- Reading recommendations for Summer 2021
- Summer reading challenge
- A letter from the English department regarding Skulduggery Pleasant
- English Summer Transition task booklet

Reading is an integral part of your child's learning journey. Over the holidays we ask that all students read Skulduggery Pleasant and complete the tasks within the booklet. Students should bring in their completed task booklet on the 1 September in preparation for sharing with their English teacher that week.

In addition, please encourage your child to read off the recommended reading list and complete the summer reading challenges.

Online Communication

We provide the majority of information to parents through electronic means. Our website contains regular updates, we use text alerts and emails to contact you with reminders and letters as required. Payments for school events are done on ParentPay which is an online payment tool, **details of your individual account are included in this pack**. We also use a free App called **School Gateway**, which gives you live information on your child's attendance, behaviour, achievement and timetable. You are also able to use this app to message school and check we have correct contact details for you and check if you are eligible to claim free school meals, which we urge everyone who can claim to do so. The majority of the parent population use this App and we encourage you to download and sign up to it **FROM SEPTEMBER**. Further information is available on our website under Parents / Text and email alerts.

Satchel One (previously Show My Homework) – is an online homework App that allows both students and parents to view homework that has been set. Students will be given their login details on the first day of term.

Website Information to read and check

On our website, under About Us / Transition and Feeder schools, you will find important information about the following aspects of school life. These are all available to view or download and read with your child. Should you require a printed version of these resources, please contact school as per the contact details at the top of the page.

These documents are called:

1. **General Information** – aimed at giving you information about many aspects of school life
2. **Student Information** – information for students to find out more about academy life
3. **Curriculum Overview** – about the subjects students study and our wider curriculum
4. **Curriculum Outlines** – more detailed information about what topics students will be studying in different subjects in Year 7

I look forward to welcoming NAME to The Carlton Academy.

Yours sincerely,

M Egwuma

Ms Egwuma
Head of School