

23<sup>rd</sup> May 2024

Dear Parent/Carer,

We are delighted to confirm that your child has successfully secured a place at The Albion Academy for September 2024! It is with great pleasure and excitement that we extend our warmest greetings to you and your child as they embark on their journey into Year 7.

As we begin this exciting new chapter together, please do not hesitate to reach out with any questions, concerns, or feedback you may have. We are here to support you every step of the way and look forward to working closely with you to help your child thrive and succeed at our school.

### **Next Steps**

Please find below a step-by-step guide to your child joining The Albion Academy:

#### **Step 1 – Arbor App Access**

Parents/ Carers must have access to the Arbor App. This app helps you to track your child's timetable, update key information, and stay up to date with communication from the Academy. Parents/ Carers are required to log into Arbor to complete your child's emergency contact details, medical needs, and consent to several Academy policies.

You will receive an email with your login details for the Parent Portal. Once logged in, please click on 'View Student Profile', and complete all the required information. If you have not received a login to the app, please contact the Academy as soon as possible so that we can rectify this for you.

#### **Step 2 – Key Dates Transition Days: Thursday, 27<sup>th</sup> and Friday, 28<sup>th</sup> June 2024**

I am pleased to share with you the plans for this year's transition visit, scheduled for the above dates. This visit is a valuable opportunity for students to familiarise themselves with the Academy, meet key staff members, and understand our school day and the expectations whilst in the Academy.

#### **Important Notes:**

- Attendance is compulsory for all students starting in September 2024.
- Students must arrive at 08:45 am and the day will finish at 14:45 pm.
- Students should make their own way to and from school, using only the Fredrick St 'Student Entrance', where staff will greet them.
- Please arrange to meet your child at the end of their day at the Fredrick St 'Student Entrance'.
- If you wish for your child to walk home alone, please scan the barcode below to give consent prior to the transition days. Otherwise, children will remain at the Academy until picked up by a parent/guardian.
- Students must wear their full school uniform on Day 1 and on Day 2.
- Students will need a snack for breaktime and a drinks bottle with only water (this can be refilled throughout the day – please note, energy drinks and fizzy drinks are not allowed).

#### **Principal Mr M Rogers**

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**Step 3: Year 6 Parents Evening: Thursday, 27<sup>th</sup> June 2024**

All Parents and carers are expected to our Parent Welcome Evening on Thursday, 27<sup>th</sup> June 2024 from 15:30 pm to 17:00 pm. This event is compulsory for all parents and carers of children starting in September 2024, and will provide essential information about your child's transition to The Albion Academy.

During the event, you will have the chance to meet key staff, tour the school, and receive support for signing up for Arbor or free school meals if eligible. Additionally, EAL support will be available.

We look forward to meeting you and your child in the coming months as we prepare them for a smooth transition into secondary school. If you have any questions, please do not hesitate to contact us.

To confirm attendance for the Transition Days and Parents Ev, please scan the barcode below to complete the form:



Yours faithfully,

Mrs S Mallon,  
Assistant Principal Curriculum

**Principal Mr M Rogers**

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