

Dear Parent/Carer

**Re: Year 6 Transition days Tuesday 5<sup>th</sup>, Wednesday 6<sup>th</sup>, Thursday 7<sup>th</sup> July 2016**

We are delighted to invite Year 6 pupils, who will be joining Outwood Academy Portland in September, to join us for three days on the 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> July. Over the course of the three days, your child will attend some of the lessons that will be on their timetable in September.

Lunch will be provided free for the three days. From September students will pay for their lunches as normal, unless they are in receipt of free school meals.

Please ensure your child is wearing their primary school uniform for the three days. May I also ask that they bring their trainers and a suitable change of clothes to wear for their PE lesson.

Your child will be collected outside their primary school at the times listed below and will arrive at the academy for an 8.25am start (staff from the academy will accompany the children on the bus). **Please ensure that they arrive promptly at the times below for registration by our staff.**

<b>BUS 1</b>	
Langold	7.50am
Kingston	8.00am
Ramsden	8.05am

<b>BUS 2</b>	
Gateford	7.50am
St Luke's	8.00am
Haggonfields	8.10am
St Anne's	8.15am

Buses will leave the academy at 2.30pm and drop children back at the primary schools for collection by parents or to walk home independently.

If your child does not attend one of the above primary schools, please make sure they arrive at the academy for 8.20am.

Please complete the attached consent forms and return them to your child's primary school Office Manager by Friday 24<sup>th</sup> June. A member of our staff will then collect all forms.

If you require any further information please do not hesitate to contact me.

Yours sincerely



Mrs K Weir  
**SEND Officer**

**Consent Form**  
**Outwood Academy Portland – Transition 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> July 2016**

**Name of child:** \_\_\_\_\_

**Primary School:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent/Carer Name (s):** \_\_\_\_\_

**Contact Number(s):** \_\_\_\_\_

**Additional name and contact number in case of emergency:**

\_\_\_\_\_

**I give permission for my son/daughter to attend transition on the following dates and understand they will travel to and from Outwood Academy Portland by bus (pick up from their primary school), walk or be dropped off by parent/carers on, 5<sup>th</sup> 6<sup>th</sup> 7<sup>th</sup> July.**

**Signed:** \_\_\_\_\_ (Parent/Carer)

**Date:** \_\_\_\_\_

**Medication:** Will your child have to take medication whilst with us on the above dates?

**Yes / No** (delete as appropriate)

If yes, please telephone the academy and ask for a medication consent form (01909 471010).

**Does your child have any dietary requirements?**

**Yes / No** (if 'Yes' please add details below)

\_\_\_\_\_

I will collect my child from Outwood Academy Portland at 2.30pm

My child can make their own way home from the academy

I will be waiting for my daughter at their primary school

My child can make their own way home from their primary school