



# STEWARDS ACADEMY

## SCIENCE SPECIALIST

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*Headteacher: Mrs H. Ginger BSc Mathematical Sciences*

Dear Parents/Carers

Following your child's successful application to Stewards Academy, I am writing to provide you with all the important information that you will need to know to ensure your child makes a smooth transition from primary to secondary school. In these unprecedented times, I am sure you must be feeling extremely anxious about any change to your child's regular routine, but I want to reassure you that we are doing everything we can behind the scenes to make your child's transition as seamless as possible and we will keep you informed with any updates or changes every step of the way.

The first stage of the process is to issue you with your '**New Parents Information**'. (Please find enclosed). In this you will find all of the essential information about the structure, content and operational functions of Stewards Academy. Everything you need to know from the timings of the school day, to the uniform & equipment requirements. You will find information regarding key subjects, staff and opportunities available for pupils at the academy included in this pack. Please take the time to explore this booklet in detail with your child and familiarise yourselves with how Stewards operates.

The second stage of the process will be **allocating your child's tutor group and informing you of this**. Please be rest assured that we are working closely with your primary schools to do this and that decisions will be made based on the professional advice and information that has been provided. The allocation process is currently underway, and you will be advised by post of this in the near future.

The third stage of the process is for you to **meet the key staff** who will be working with your child at Stewards Academy. Due to the current pandemic, we are unfortunately unable to facilitate our regular New Parents Evening, but excitingly, with the help of modern technology, we are working on a contingency plan whereby we use a media platform to set up tutor group and individual parent/tutor face-to face meetings. We understand that this may not be possible with all families due to technology restraints, but where this is the case, tutors will make individual phone-calls to supplement this. This will take place in July and further information will be shared with you once the logistics of this has been confirmed. You can also refer to the school website, under the heading 'Joining Us' for up-to-date information on transition.

Unfortunately, the final stage of our transition process would have been to put on Year 6 Taster days, but sadly, we are unable to accommodate this at the current time. Please let me reassure you however, that when we do have more information about government guidelines and how schools will be required to operate in September, we will contact you immediately. Additionally, I will work, in collaboration with my very dedicated team, to ensure an effective settling in programme for your child.



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We have created a fun and engaging Year 6 Transition Booklet that we would like our new pupils to complete over the Summer for September. This is enclosed in the pack provided and will not only be beneficial in motivating your child over the holidays, but will also be extremely useful for our staff in getting to know your child and identifying their individual strengths and areas for development.

Finally, may I please draw your attention to the following tasks that I would like you to respond to and/or send back to Stewards once you have read through the documents enclosed in this pack:-

- 1) **Pink Emergency Contact Form** - Thank you to all those who have completed the pink emergency contact form sent to you in March. If there is a pink form enclosed, we haven't received the original form from yourselves and kindly request that this is completed and returned to us as soon as possible so that we can ensure a smooth transition for your child.
- 2) **Home-School Agreement** - This is a three-way partnership between the school, our pupils and our parents to show that all parties acknowledge, understand and accept the rules, expectations and behaviour policy that Stewards Academy employs.

**Please could you read, sign and send this back into school with your child on the first day in September.**

- 3) **Uniform** – Details of our uniform requirements can be found in the New Parents Information Pack enclosed. Please contact the uniform suppliers direct to order this.
- 4) **Year 6 Exercise Books** - As part of the transition model, we usually request an exemplar piece of work from your child's primary school in either English or another written subject to use as a starting point for us to measure progress. This unfortunately, has not been possible this year because of Covid 19, so I would like to request that if pupils have access to their English exercise book at home, then could they please bring it in on their first day in September.

I do hope that the information shared with you will go some-way in providing you with some well needed reassurance and support at this very uncertain time. If you would like to discuss anything further about how to prepare your child for secondary school, please contact me at [admin@stewardsacademy.org](mailto:admin@stewardsacademy.org).

Welcome to the Stewards family – I look forward to working with you and your child in September.

Yours sincerely

*J. Bartlett*

Mrs Bartlett  
Assistant Headteacher KS3