



Date: 6<sup>th</sup> March 2023  
Our Ref: Transition Letter 1

Derwyn Williams  
Principal

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[www.paigntonacademy.org](http://www.paigntonacademy.org)

Parent/Guardian of:

Dear Parent/Guardian,

I want to extend to you and your family a very warm welcome to Paignton Academy and we are delighted that you have chosen us as your child's secondary school. We are really looking forward to welcoming **\*\*NAME\*\*** to our Academy.

We are aware that the transition from primary to secondary is exciting but can also be daunting for our new pupils, but please be rest assured, our aim is to ensure the move to secondary school is both smooth and informative, leading to a successful education at Paignton Academy.

It is an exciting time to be joining Paignton Academy. We are full and oversubscribed in Year 7 with a fantastic cohort of pupils joining us alongside your child. We have made many new and key appointments to further enhance our team of dedicated staff and there are many exciting developments ahead.

Please find overleaf further details on the transition process. Also enclosed is a flyer for the transition week and important key dates for your diary.

After this letter, we will now send all our communication to you via **email**. The basic contact information we hold for you is from your secondary school application to the Council in October 2022 and is included below. **Please check this information carefully** and if your contact details have **changed** or are **not recorded** please can you inform us as soon as possible or by 17<sup>th</sup> March via [wrdadmin@paigntonacademy.org](mailto:wrdadmin@paigntonacademy.org) or 01803 403005.

Information Supplied to us	Student Name	
	Parent Email (Main)	
	Parent Mobile (Main)	

**A very small number of parents find our emails initially go into their junk mail, thank you for checking these before contacting us.** In the meantime, you will find further information on our website [www.paigntonacademy.org](http://www.paigntonacademy.org). We will also add all of our transition communication and links to a designated page on our website for you, which can be found under 'Our Academy' 'Year 6 into Year 7 information'.

We will be in contact with you again **via email** with further information after the Easter holidays.

We really look forward to meeting you and **\*\*NAME\*\*** over the coming months. If you require any further information, please do not hesitate to contact us on 01803 403005 or [wrdadmin@paigntonacademy.org](mailto:wrdadmin@paigntonacademy.org)

Yours faithfully,

**David Carpenter**  
Assistant Principal

## **Primary School Visits**

In late May and early June, we plan to meet with primary school staff to discuss pupils and to visit **\*\*NAME\*\*** in their primary school and hand over a welcome information pack.

## **Friendship form**

In May we will be emailing a google document to parents asking them to name a couple of friends their child may wish to be placed with. We will do our best to ensure new pupils know someone in their form but we cannot guarantee this in every single circumstance. Please note, in Year 7 they are taught in tutor groups for some lessons but for many lessons such as English, Maths, PE and PHSE the pupils are completely mixed across all tutor groups.

## **Student Tutor Group, House and Site Allocation emailed to parents – Tuesday 20<sup>th</sup> June**

After we have collected information from parents and primary schools we will allocate Tutor Groups, Houses and sites to our incoming Year 7 pupils, ensuring an even split of gender, abilities and primary schools. We start this process by allocating children with older siblings to the same site as their sibling and then look at keeping friendship groups together where we can and by the time we do this we have thousands of pieces of data to consider. We are proud to be one school based across two sites. The curriculum, expectations and opportunities are the same and pupils can travel across sites after school to access facilities and opportunities.

## **Parents Induction Evening Thursday 29<sup>th</sup> June**

We will welcome you into the Academy for a parent's information evening on Thursday 29th June which will be an opportunity for you to meet key staff including, tutors, house teams and the senior leadership team. The evening is aimed at parents but children are welcome to attend as well.

## **Induction Days - Thursday 6<sup>th</sup> & Friday 7<sup>th</sup> July (8:20am – 2:45pm)**

We will hold two induction days for all Year 6 pupils on Thursday 6<sup>th</sup> and Friday 7<sup>th</sup> July. Pupils will not attend their primary school but are to arrive straight at the Academy on the site they have been allocated. Pupils will experience two full days of typical lessons, being inducted into the Academy, making clear our expectations whilst having a chance to find their way around in advance of September and hopefully forming some new friendships. We are hopeful that after the two days, pupils leave feeling enthused and confident about starting in September.

**Deadline date for ordering your child's uniform, so it arrives in time for September is - Tuesday 25<sup>th</sup> July 2023.**

## **Transition week (Summer School) Monday 14<sup>th</sup> August – Friday 18<sup>th</sup> July (8:30am – 3pm)**

We will be holding a one-week optional Transition week in the summer holidays, led by a specialist external company the Big Step, to support pupils to make new friends, develop their confidence and grow their self-esteem. Last year 160 pupils took part in our transition week and it was hugely successful. The Big Step are running transition programmes in many schools across Devon and the usual cost is £110 for the week. We believe in the importance of a positive start so as an Academy we will directly fund £30 per child this year, making the total cost £80. This will be further reduced to £50 for any pupils who receive Free school meals and the cost can be paid in instalments.

## **Monday 4<sup>th</sup> September 2023**

The first day of the Autumn Term for the Year 7 pupils will be **Monday 4th September 2023**. Please note that the first day of term will be for Year 7 only to support a smooth and successful start to the term.