

Our ref: DSH/AKE

Friday 27<sup>th</sup> May 2022

Dear parent/carer,

### **Primary to Secondary Transition 2022**

I am delighted that your child will be attending Outwood Academy Portland in September. Please be assured that we are doing everything we can to ensure as smooth a transition from primary school to secondary school as possible, and we are keen to work with you to minimise any stress or anxiety this change for your child will create.

Colleagues at Outwood Academy Portland are working with their counterparts across Outwood Grange Academies Trust to determine the very best methods of communicating with you and your child to provide the very best up to date information, and ensure you have all the resources you need so your child has a positive start to their secondary school experience.

We really do understand that this is a big change for you and your child and you may have a number of queries about what the curriculum will look like, what their timetable will involve, how your son or daughter should wear their uniform, or what our expectations are in terms of behaviour. We are working on ways of ensuring you can easily have the answers to any questions you may have – and I can absolutely assure you, we want exactly the same as you; the very best for your child. Going forward, there will be a number of ways we make information available to you and we will keep you informed about this in the coming weeks.

In order to start the 'process' of transition we need you to provide us with information regarding your child. Completing the data capture form should take no longer than 10 minutes. You will be required at the start of the form to enter your child's OGAT Student Reference Number, which can be found below, to enable us to verify your identity. The form will take you through a series of questions. While possible to complete on a mobile phone, it would be advisable to access the form on a tablet or computer.

To access the form, please visit: <https://forms.gle/L3LwCeKG5aWh9fGVA>

Your child's OGAT Student Reference Number is on the letter that was sent home to you.

Please ensure you complete all sections of the form and do so by **Friday 1<sup>st</sup> July 2022**. If you have any issues, please contact Miss Kelly by email to [enquiries@portland.outwood.com](mailto:enquiries@portland.outwood.com) or via the contact form on the website: <https://www.portland.outwood.com/contact> to request a paper copy.

We are also working closely with your child's Primary school to collate the information we need to provide the best possible education for your child when they start with us at Outwood Academy Portland.

As part of this transition process, we will soon be launching the 2022 Year 6 Transition page of our website <https://www.portland.outwood.com/transition>. This page will include a vast range of information regarding the transition process including:

- Uniform details including the free uniform bundle collection date
- Key contacts including the SEND/Inclusion Team should you have any specific SEND questions
- A virtual tour around the school site
- Messages of welcome from key members of staff
- Information from our Peer Mentors
- Letters addressed to Year 6 students from our Year 7 students
- The Welcome Booklet

In addition to our website, we will also be sharing information on our Twitter social media site @OutwoodPortland and if you have more pressing queries you can contact our Transition Lead, Mr Campbell, by email to [enquiries@portland.outwood.com](mailto:enquiries@portland.outwood.com) or via the contact form on our website: <https://www.portland.outwood.com/contact>.

We are striving to provide the very best transition experience for the students so that they are confident and prepared to begin their secondary education. We will provide the information and resources you need to ensure a smooth transition and will keep you updated through a variety of platforms throughout the process.

Yours faithfully,

**Mrs D Sheehan**  
**Principal**