

07/06/21

Simon Cole
St James Academy
St James's Road
Dudley
West Midlands
DY1 3JE

Dear Parent/ Carer,

Re: Year 7 Transition Information

My name is Simon Cole, Assistant Principal at St James Academy and I am delighted that your child will be joining us in September. I would like to introduce myself as the Transition Lead and provide some key information relating to your child's next steps as they move from Year 6 into Year 7, formally known as Transition.

This is an exciting time for your child as they progress into the secondary stage of their education. Below is an overview of how we try to make the transition process as smooth as possible for all of our new learners:

- We request information about your child from their primary school so that we have an understanding of their abilities and their needs. If we can, we also visit your child's primary school to meet them.
- We provide a parent and carer guide alongside various other information which enables parents and carers to further understand our academy. Information includes expectations and requirements for uniform, our 'Values Driven Expectations' rewards and behaviour policy alongside free school meals and 'Weduc', our parent and carer app.
- Subject to COVID-19 restrictions, we invite your child to attend a Transition Day at the academy. This usually takes place in late June to early July. Further details will be provided in due course.
- Also subject to COVID-19 restrictions, we invite all parents and carers to attend an evening at the academy. This evening enables parents and carers to meet our staff, complete necessary paperwork, order items of uniform and ask questions.
- We also provide access to a summer school to further help your child get to know their academy. This year, our summer school will run from Monday 2nd to Friday 6th August 2021 and is available for all of our new Year 7 learners. Further details will be provided in due course.

Transition Days

Should COVID-19 restrictions and our internal risk assessments allow, we will hold our Transition Days in the week commencing Monday 28th June 2021. If Transition Days are

held, learners will be invited along with other learners from the same primary school. This will enable us to maintain socially distanced 'bubbles' as far as practically possible. As you will appreciate, the safety of our community is of the most importance and therefore, confirmation of details regarding Transition Days will be made available in due course.

Uniform

As per the Chief Executive welcome letter, Year 7 learners will be gifted a blazer and tie as a way of welcoming them into our Trust. Details of how to order and collect a blazer will be released in due course. We anticipate that ties will be distributed during our summer school from Monday 2nd to Friday 6th August 2021.

Please refer to the Parent/Carer Guide 2021/22 for information relating to the expectations and standards of uniform. This is available under the Parents & Carers area of our website.

For information our uniform suppliers for 2021/22 are as follows.

- PE Kit is available from Surrridge Sport. Please order online via their website www.surridgesport.com. The minimum requirement for PE Kit is a branded Polo Shirt and Shorts with plain black/navy socks. Other branded items are available from the Surrridge webshop, alternatively plain black/ navy items are accepted as an alternative.
- Ties are available directly from the academy at £4 per tie.
- Blazers are available from two suppliers:
 - A Oakes Ltd, Churchill Shopping Centre, Dudley. 01384 255 600 (for Years 7 to 11).
 - Crested School Wear, Churchill Shopping Centre, Dudley 01384 918 330 and also available to order online from www.crestedschoolwear.co.uk (for Years 8 to 11).

Important: please note we will confirm when parents/ carers will be able to obtain/ purchase blazers in due course. This will be available under the Parents & Carers, Uniform area of the website.

Free School Meals

If your circumstances have changed due to COVID-19 and you are now in receipt of benefits such as Universal Credit, then you may be entitled to apply for Free School Meals for your child. Even if your circumstances have only changed for the short term, you still have the right to apply.

The Free School Meals entitlement can be applied for where the parent's income satisfies any one of the following conditions at the time of applying:

- Income Support.
- Income-based Jobseeker's Allowance.

- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of Pension Credit.
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

If you believe your child should be eligible for Free School Meals based on these criteria, you can apply now. A paper copy of the application form can be requested from the Academy, however we encourage applications to be made online via the Academy website.

Weduc Parent/ Carer App

In June, we aim to send you registration details for our electronic communication system 'Weduc'. We ask that all parents and carers sign up for this service, as this enables us to communicate messages and information effectively and to gather key information from you in advance of your child starting with us in September.

If you do not have the ability to download the 'Weduc' app, or access this via a computer then please contact us to request paper copies of the forms.

Paper copies of all documents are available upon request.

Forms and Information

We will ensure the most up to date information is available to you. Please familiarise yourself with the following key areas of our website:

- 'Why Choose Us' and 'Welcome to Year 7' (for information on Transition).
- 'Parents & Carers' (for information on Uniform, SEND, Term Dates/ School Day).
- 'About us' (for statutory information about our academy).

To accompany this letter, further information is available as follows:

- Parent and Carer Guide 2021/22 (Parents & Carers Tab).
- Free School Meal information and applications (Parents & Carers Tab).
- Learner data collection form, if you are unable to use our parent/ carer app 'Weduc' (Why Choose Us > Welcome to Year 7).

Our Dudley Academies Trust Policies, including the policy for supporting learners with medical needs can be found via our Trust website www.dudleyacademiestrust.org.uk.

Throughout the transition process I also want you, as a parent or carer, to feel supported and to contact me if you have any questions. Please do so by emailing scole1@stjamesacademy.org.uk or telephoning 01384 816045.

Thank you in advance for your ongoing support and I very much look forward to meeting you and your child in the near future.

Yours sincerely

Simon Cole

Assistant Principal