

27 June 2023

Dear New Parents/Carers

**New Student Transition Program 10-14 July & Parent Information Evening 11 July**

Welcome to Open Academy.

I am sure you are keen to know more about our plans to help your child transition from their primary school, this letter will outline some key information you need.

We have arranged a full week transition period for our students as we know the benefits of a strong 'on-boarding process'. During the week, the students will:

- Meet key people
- Find their feet in the Academy
- Enjoy taster lessons
- Experience a full assembly program of key information
- Spend lots of time starting to get to know their new classmates
- Meet their new tutor group – all students having been allocated in to one of 4 tutor groups based on information we have from primary schools' teachers and Special Needs Co-ordinators

The students will gain experience of our normal school day for the week, so we ask that **from Monday 10 July until Friday 14 July your child should arrive at Open Academy between 8.20 and 8.30am in their primary school uniform please each day. School will finish at 3pm.**

Students can buy school lunches once they are set up on our payments system. You should already have details of this in the packs you have received from us already, alternatively pupils may bring a packed lunch. If you have not yet received a pack, please contact us on 01603 481640.

Students will stay with their new tutor groups to help them get to know each other for the week, so this will be a great opportunity to start making new friendships and widening their circle of support – in many ways this is one of the key elements of the transition program.

There will be assemblies and form time daily to introduce key information and people.

On the evening of their second day in the Academy – **Tuesday 11 July at 6pm** we are looking forward to welcoming you to come in for a new parents' evening session, including an opportunity to meet your child's new tutor and pastoral team. As well as a general welcome introduction, you will have the opportunity to ask questions of the tutors and school leaders as well as some subject staff too.

**OPEN Academy**

**Principal: Jon Ford BSc (Hons), FCCT**

**Salhouse Road  
Norwich NR7 9DL**

**T 01603 481640**  
**E [office@open-academy.org.uk](mailto:office@open-academy.org.uk)**  
**W [www.open-academy.org.uk](http://www.open-academy.org.uk)**



**The Open Way to  
Learning Excellence**



I hope these transition plans show our commitment to ensuring that your child gets off to a strong start at the Open Academy. If you have any further questions, please do not hesitate to contact us on 01603 481640.

Finally, **thank you to everyone who has already completed the admission forms.** It is a huge task to get all the data in to our systems, so the earlier we receive the information, the better for us – our system are key to organising all aspects of student life, including purchasing food and other items, so please do get that information back to us as soon as you can.

I will close by saying how excited we all are to meet our new students on Monday 10 July and you, their families, on Tuesday 11 July. We look forward to developing a strong working relationship with you over the coming years.

Kindest regards

A handwritten signature in black ink, appearing to be 'JF' or 'Jon Ford', written in a cursive style.

Jon Ford  
Principal