

To the Parent/Carer of: **[Student Name]**
[Address 1]
[Address 2]
[Address 3]
[Postcode]

[... Primary School]

23 March 2020

Dear Parent/Carer

Hopefully you received my letter in the post sent at the beginning of March. A copy is here: www.normanby.outwood.com/letters-to-parents As I said I am delighted that the Local Authority Admissions Team have written and offered your child a place at Outwood Academy Normanby from September 2020, and I would like to take this opportunity to welcome you to our school community.

I am writing to you because we have yet to receive either an email or note from you confirming that it is your intention to take up your child's place. The place is of course guaranteed, but it would really help us with planning, to confirm all students are taking places as we are completely full in Y7 next year, and have a waiting list for places, and want to avoid the anxiety of appeals for parents if possible.

With closure of both secondary and primary schools nationally due to COVID-19, it is even more important that we make contact with each other and stay in touch over the next few challenging weeks, and maybe months ahead.

Please can you make contact with us, preferably by email, so we have the quickest means of communication with you from now on? **It would also be very helpful if you could confirm to me that your child will be taking his or her place at Outwood Academy Normanby and that we have your correct details.**

Please could you do this by **sending an email to transition@normanby.outwood.com** with the email header containing your child's name, primary school and 'coming' or 'not coming'. For example: **John Smith – Caedmon Primary – Coming** and **also give us the best mobile number to contact you on**. Alternatively, send in a brief written note if that is more convenient, but note that school is closed.

We are aiming to collect a contact mobile number of the main contact parent/carer for each Y6 student. This will allow us to add you to 'GroupCall', a texting service that allows us to pass a message to all parents quickly, for example when there is a letter going home, or indeed a school closure,

I look forward to meeting you and your son/daughter in the future, and welcoming you to our academy. It is an unsettling and challenging time for us all, but please be assured that we have not forgotten about you.

Yours faithfully



Andrew Wappat
Principal