



Sheffield Springs Academy

The best in everyone™

Part of United Learning

Our ref: MSH/SW

Date: 26th June 2017

Dear Parent/Carer,

It gives me great pleasure to write to you with more information regarding your son/daughters transition to Sheffield Springs Academy.

You may be aware we are looking forward to welcoming Year 6 students who will be joining us in September from **Monday, 3rd July**. The 'Early Riser' transition programme was successfully co-ordinated last year and will support students in becoming more familiar with expectations, staff, students and learning routines. It will mean that they start their secondary education on **Wednesday, 6th September** confident about what is expected from them and familiar with their surroundings.

Can I ask that you make yourself familiar with the information below in advance of your son/daughter starting their education at our school.

Key Dates

Monday, 3 rd July	Start of 3 week Early Riser programme
Thursday, 13 th July	Parents Evening 4.30pm – 6.30pm
Tuesday, 18 th July	Early Risers Achievement Assembly – 2.05pm
Wednesday, 19 th July	Students registered at Sheffield Springs Academy before going to work at Sheffield Park Academy – students will be returned to Sheffield Springs Academy for 2.50pm
Thursday, 20 th July	Students registered at Sheffield Springs Academy before going to sports day at Sheffield Hallam University City Athletics Stadium, Woodbourn Road, Sheffield, S9 3HL – students will be returned to Sheffield Springs Academy for 2.50pm
Friday, 21 st July	Inset Day – Sheffield Springs Academy shut to all students

School Timings

School will start at 8.30 am on Monday, 3rd July. Please ensure your son or daughter arrives on time. They will be dismissed at 2.50 pm and parents will be responsible for ensuring that they can return home safely.

Attendance

Your son/daughter will be expected to attend Sheffield Springs Academy everyday unless agreements have been made with your child's primary school. If your child will be absent, you must notify their **primary school** as normal, not Sheffield Springs Academy. We will take registers every day and inform all primary schools so that an accurate attendance record can be kept for each pupil.

Executive Principal: Mr C Dillon Head of School: Mr M Shipman



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Uniform

All students are expected to arrive at the Academy on Monday, 3rd July in their primary school uniform. Please note shorts are **not** permitted throughout the duration of the Early Riser programme. They will need their primary school PE kit for PE lessons. Students do not need their PE kit on **Monday, 3rd July**.

Equipment

Students will need to bring a school bag, pen, pencil and ruler each day. They will be given a homework planner on the first day.

Money for break and lunch times

All students will be provided with a free snack and lunch on Monday, 3rd July. After this day students will be required to pay for snacks and meals using our cashless catering system. Students who receive free school meals will also do so at Sheffield Springs Academy. **Please return consent forms, posted out last week no later than Friday, 30th June.**

Walking Bus

A walking bus will operate from Arbourthorne, Gleadless, Prince Edward and Norfolk Community Primary School. They will be co-ordinated by a member of staff and a Year 10 student. If you would like your son or daughter to access this please return the reply slip attached to your primary school no later than **Friday, 30th June**. This will only operate in a morning and parents will be responsible for ensuring students can go home safely.

The walking buses will depart daily from the school reception at the following schools:

Arbourthorne Community Primary School	Mr Cowell	8:00am
Gleadless Primary School	Miss Reddin	8:00am
Norfolk Community Primary School	Miss Drazaic	8:00am
Prince Edward Primary School	Miss Firth & Miss Lake	8:00am

The walking buses will depart at the times stated above and will not wait for students who are late.

Should you require any further information please do not hesitate to contact me at school on 0114 2392631 or alternatively, email sianne.wilson@sheffieldsprings.org.

Yours Sincerely

M Shipman
Head of School



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WALKING BUS REPLY SLIP – Please return the reply slip by Friday, 30th June to your son or daughter’s primary school
Monday, 3rd July to Thursday, 20th July

Name of Student:	
Primary School:	

I give permission for my child to use the Walking Bus Service between Monday, 3rd July and Thursday, 20th July.

I can confirm that my child will be using the below walking bus (please tick):

Arbourthorne Community Primary School	<input type="checkbox"/>
Gleadless Primary School	<input type="checkbox"/>
Norfolk Community Primary School	<input type="checkbox"/>
Prince Edward Primary School	<input type="checkbox"/>

Parent/Carer Signature:

Parent/Carer Name:

Date:

Executive Principal: Mr C Dillon **Head of School:** Mr M Shipman

Sheffield Springs Academy
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