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**CAISTER  
ACADEMY**  
*Creative  
Education  
Trust*

Friday 17 July 2020

Dear Parent / Carer

### **Introductions and Transition Events at Caister Academy**

I hope that (name) is excited about starting the next stage of their educational journey at Caister Academy. Hopefully, you have looked at all the resources on our website within the New Year 7 section, received two letters from me and your parent/carers information pack. (name) should also have received some welcome gifts posted out a few days ago. I really enjoyed meeting those students who have been back at school through a recent virtual question and answer session and I look forward to meeting all our new Year 7 students in September.

Following recent promotions within the Academy, it gives me great pleasure to introduce Tom Osben, our new Head of Year 7. Mr Osben will be a key contact throughout (name's) time at Caister Academy and is keen to get to know our new students.

I would also like to introduce (name's) Form Tutor, the Form Tutor will be your first point of contact for any queries you have from September.

As our new Year 7s have not been able to take part in the normal transition process, we are inviting them to two transition events on Tuesday 18 August and Wednesday 2 September.

On Tuesday 18 August, Premier Education; a sports, art and wellbeing provider; will be joining us to run a day of fun transition activities. I will write to you nearer the time with full details of this exciting day.

On Wednesday 2 September we will be running an Academy introduction event. This will be an opportunity for students to meet their form tutor, other key staff and each other, and ensure they are fully prepared for the term ahead.

The timings for Wednesday 2 September will be:

- 7PMC 9.40am – 12.00pm
- 7JDE 9.50am – 12.00pm
- 7ZJA 10.00am – 12.00pm
- 7MBA 12.40pm – 3.00pm
- 7SSH 12.50pm – 3.00pm
- 7NPA 1.00pm – 3.00pm

Students should arrive via the main entrance on Windsor Road. Staff will be present to meet them at the gate and the Braddock / Windsor Road junction. Please note that the vehicular gate will be closed as we do not allow drop offs or pick ups on site. Students are not expected to be in school uniform.

Mr Driver, our new Principal, will write to parents of all year groups in the next few days, to confirm the timings for the formal start of term on Monday 7 September.

Another date to make you aware of at this time is Wednesday 9 September, as all students in Year 7 will have their photo taken during the morning. You will have the option to purchase the photo if you wish to.

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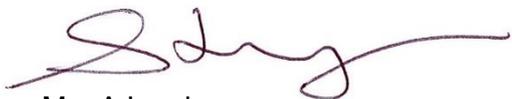
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Finally, a reminder that on our website, in the 'Information on Joining Year 7' section, there are some additional videos and transition activities which you may wish to have a look at over the summer. [Caister Academy Information on Joining Year 7](#)

As always, please do not hesitate to contact me if you have any queries prior to September.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'A Lumley', with a long horizontal flourish extending to the right.

Mrs A Lumley  
Assistant Vice Principal for Student Guidance