

24th April 2023

Dear Parent/Carer,

### **Primary to Secondary Transition 2023**

I am delighted that your child has been allocated a place at Outwood Academy Ripon in September. Over the coming months we will be working with you and your child to ensure that their transition allows your child to really flourish. We know that this can be a daunting time for families and will do everything possible to make this a smooth change from primary to secondary.

#### **Uniform**

With this letter, we have included the instructions about how to order your child's free uniform bundle. Please read carefully and follow the instructions. Your order must be placed by **Sunday 14<sup>th</sup> May** to ensure it is ready for collection on **Tuesday 27<sup>th</sup> June**. An exchange day has also been arranged should any uniform not fit - this will be on **Tuesday 4<sup>th</sup> July**. Please make note of these three dates. Appointment slots are allocated on the surname recorded when you place your order.

Girls online bundle order form:

<https://www.surveymonkey.co.uk/r/MYG2B8M>

Boys online bundle order form:

<https://www.surveymonkey.co.uk/r/MYHFPSS>

#### **Transition days**

We are very much looking forward to being able to welcome students into school on **Tuesday 18<sup>th</sup> or Wednesday 19<sup>th</sup> July 2023** for our transition days. We will shortly be contacting primary schools directly to arrange to go in and speak with all students in person, then we will be able to answer any of their questions about what life at secondary school is really like. We are also working closely with your child's primary school to gather the information we need to provide the best possible start for your child when they arrive in September.

#### **Data collection**

In order to start the process of transition we need you to provide us with some information regarding your child. Below is a link to a Google form which we would ask you to complete by **Sunday 28<sup>th</sup> May**. At the start of the form you are asked to enter your child's OGAT Student Reference Number, which can be found on the email which accompanies this letter. To access the form, please click on this link:

<https://forms.gle/axnxCVjRKBpiDHaF6>

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

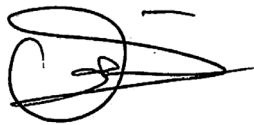
VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

If you are struggling to access the form please either email [transition@ripon.outwood.com](mailto:transition@ripon.outwood.com) or call the Academy on 01765 604564 and we can send a paper copy out.

I hope this letter finds you and your family well. We are here to support you throughout the transition process so please get in touch if you have worries or questions. We will keep you up to date as things progress towards September along with all future key dates for you and your child.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Dave O'Brien', written over a circular stamp or mark.

Dave O'Brien  
Vice Principal