



Mr G Panayiotou – Headteacher
Mr John McNichol – Chair of Governors

Castleford Academy
Ferrybridge Road
Castleford
WF10 4JQ
Tel: (01977) 605060

Our Ref: SJS/SN

4th May 2020

Dear Parent/Carer,

A warm welcome to the students joining us in September 2020.

We wanted to write to you to give you some reassurance of the transition to Castleford Academy in September. During these unprecedented times, it is very difficult to say what the transition process will look like this year. Rest assured, there is a lot of work already undertaken by the school to ensure a smooth transition as possible.

Work has already begun to collect information from our primary schools to help students with the move to secondary school. As parents you may have some concerns about the process and we understand this. Any concerns that are not addressed in the FAQs below can be emailed to myself ssalmon@castlefordacademy.com and I will try my best to answer them. However, until we receive further guidance on the reopening of schools, I cannot confirm dates.

We are hoping that the transition day and parents evening will still be able to go ahead but this depends on the guidance given about the reopening of schools and social distancing. We will contact you in due course. Information about transition including uniform, classes, free school meals and the structure of the school day will be sent to you in July.

What will happen if the transition day cannot go ahead:

We will send you all relevant information via the post. In addition, we plan for the first days to be with form tutors and use this time for students to familiarise themselves with the building, staff and the structure of the school day and to get to meet new friends in their classes.

When will parents meet their child's form teacher?

Usually this happens on the transition evening. A parents evening has already been planned for October so that you can meet your child's teacher should the July parents' evening not go ahead.

How can we contact the school:

You can email us on the address above. We will also be contacting you via post to inform you of any changes as a result of the current situation, information on email addresses etc.

How are form tutor groups decided:

We use information given to us by primary schools to determine the classes and form tutors groups. This process has already started early with an information collection from primary schools. If you have any particular concerns you can email me on the address above.

My child has SEND. How can I speak to the SENCO?

The senco is available on this email address: jhayden@castlefordacademy.com. You can email directly any concerns you may have regarding a child's SEND needs. Face to face meetings are not available at this time but we are contacting parents where requested to discuss additional needs. It also helps us with our planning for September.

The transition to high school can be a more worrying time for parents/carers than children! If you have any concerns or worries, please do not hesitate to get in touch. When we receive further government guidelines, we will contact you again about the process.

Kind regards,



Mrs Salmon
Assistant Headteacher

