



Hathaway Academy

Principal: Ms Fatima Rodrigues  
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23<sup>rd</sup> May 2023

Ref: JF/TER/Transition

Dear Parent/Carer

### Welcome to The Hathaway Academy

As we plan for Transition Week, which will take place from Monday 3<sup>rd</sup> July until Friday 7<sup>th</sup> July, I wanted to write to you to keep you updated as to our plans to ensure your child has a positive experience. Your child is invited to spend the week at the academy where they will have the opportunity to experience a wide range of lessons and activities each day. There will be a celebration assembly on Friday 7<sup>th</sup> July at 2.00pm to conclude the week. Please ensure your child arrives each day by 8.15am. Students will be dismissed at 2.45pm each day.

During Transition Week, you can decide between sending your child to the academy with a packed lunch or alternatively they can purchase food from the canteen at a cost of £3.00 per day. If you decide on the latter, please make arrangements to come to the academy prior to Transition Week to make the payment as the canteen is a cashless department. Please ensure you place the total amount of money for the week in an envelope, clearly labelled with your child's name. If your child is in receipt of free school meals they will be given a ticket for the canteen.

During Transition Week, students should wear their primary school uniform. Students will be placed appropriately in their tutor groups within the faculty system at the start of Transition Week. If you do not attend the academy prior to transition week, you will have the opportunity to purchase the tie at a cost of £7.50 during the time slots listed below. On this occasion, cash will be accepted.

#### Tie-purchase timetable:

Student surname A-B:	Monday 3 <sup>rd</sup> July 2023	3.00-5.00pm
Student surname C-G	Tuesday 4 <sup>th</sup> July 2023	3.00-5.00pm
Student surname H-M	Wednesday 5 <sup>th</sup> July 2023	3.00-5.00pm
Student surname N-S	Thursday 6 <sup>th</sup> July 2023	3.00-5.00pm
Student surname T-Z	Friday 7 <sup>th</sup> July 2023	3.00-5.00pm

If you would like to tour with your child individually prior to Transition Week where you will have the opportunity to meet with a senior member of staff and ask any questions you may have, please contact Mrs Farrell at the academy and she will arrange a mutually convenient time.

I have attached our Parent/Carer Guide which includes all relevant information. Please also find in the email links to six forms that need to be completed and returned so that we have up to date information and relevant permissions for your child. **May I ask that you complete and return these forms by Friday 9<sup>th</sup> June 2023.**

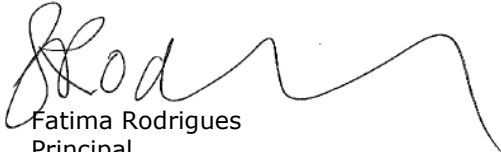
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Finally, Autumn term starts on Monday 4<sup>th</sup> September for our Year 7 students and they are required to attend in full uniform and equipped for lessons.

If you have any queries, please feel free to contact me at the Academy.

Yours faithfully



Fatima Rodrigues  
Principal

Encs

*Forms marked with an asterisk(\*) need to be completed and submitted online using the links provided in the email:*

- *New Student Details\**
- *Acceptable Use Policy\**
- *Home Academy Agreement\**
- *Parent/Carer Academy Contract\**
- *Parent/Carer Consent form\**
- *Student Consent form\**
  
- *Parent/Carer Guide 2023-24 (for reference only)*
- *Code of Conduct (for reference only)*
- *Calendar (for reference only)*
- *Ethnicity codes (for reference only)*