



Ref JP/TS/Transition21  
3<sup>rd</sup> March 2021

Dear Parents, Carers or Guardians

Welcome! We are delighted to confirm that your child has been offered a place at Lord Grey Academy and will join us as a Year 7 student in September 2021.

I am sure that your child will be excited about joining Lord Grey but I expect that there may be some nervousness as well and I know that parents will be anxious about the transition to secondary school too. Don't worry, this is all perfectly normal! We have an exciting and thorough transition programme planned which will help make starting at secondary school a smooth process so that your child settles quickly and thrives in their new school environment.

In order to get ready for September you will need to read our [New Starter Pack](#) that contains lots of very important information about being a student at Lord Grey. In particular it explains some of the practical issues such as the Lord Grey Way, how we communicate with parents and what uniform and equipment you will need. We hope that this information will help you to get prepared for the new school year but please feel free to contact the school if you have any queries.

The last two pages of the New Starter Pack will be posted to you in the coming weeks together with some forms which you will need to fill in as we need to collect some additional information about your child before they can start school.

This year we will mostly be communicating with parents via email and Parentmail. In order to get this process started we need you to acknowledge receipt of this email by emailing our Registrar, Tracy Smith using [registrar@lordgrey.org.uk](mailto:registrar@lordgrey.org.uk) by no later than Friday the 12<sup>th</sup> of March 2021. In this email we need you to confirm the following information.

- Your child's legal Surname and legal Forename as listed on the birth certificate (unless this has been changed by deed poll)
- the email address you would like us to use to communicate with you going forward

For example:

*Legal Surname – Swinton*

*Legal Forename – Chloe*

*Parent's email Address – maria.swinton@yahoo.co.uk*

I am very much looking forward to welcoming you and your child to the Lord Grey community as we start a long and successful partnership.

Yours sincerely

Jim Parker  
Principal

