

«Home_Salutation»

«Line_1»

«Line_2»

«Line_3»

«Post_Code»

Ref: RJH/dw/«First_Name» «Surname»

April 2023

Dear «Home_Salutation»

The staff and Governors of Madeley Academy would like to welcome your family, and in particular «First_Name» to the Academy and congratulate you on securing a place. The Academy has been grossly oversubscribed this year and there will be a large number of appeals held for families desperate to secure a place. Could I please ask that you to contact us immediately if for some reason you are unable to accept the place.

Student Induction Days at Madeley Academy are scheduled for Monday 3 July and Tuesday 4 July 2023. Hopefully «First_Name» will have an opportunity to get to know staff and sample lessons. «First_Name» should wear primary school uniform and bring a pen/pencil and PE kit along with them. The days will begin at 8.45am and conclude at 2.45pm. Students will be organised into class groups for both days on arrival. If he/she is entitled to Free School Meals, a meal will be provided, if not «First_Name» may bring a packed lunch or money to purchase a meal from the Academy restaurant. Hot and cold food with a vegetarian option will be available. Please also remember that you are not allowed to pick-up or drop-off on site for Health & Safety reasons.

Transition visits will take place from May 2023 where a member of staff from Madeley Academy will be visiting students within their primary school setting. This will give students the opportunity to ask any questions that they have about the induction days in July, and about anything they may want to know about starting in September.

School uniform and PE kit for September will be available to buy from Baker & Son, Wellington, Telford, TF1 1LU. We hold very high standards for school uniform at the Academy, and our expectations are outlined in the Student Handbook that will be distributed over the summer.

Please find enclosed 2 important documents; the first being the Home School Agreement (2 copies one to retain) which outlines a number of expectations the Academy has of students which require parental support. The second is the Comprehensive Data Form which contains personal information about «First_Name», which we would like you to complete and return to us. We also request a copy of your child's birth certificate and/or passport for our records. Please return all documents in the enclosed envelope addressed to Madeley Academy.

We will continue to update the 'Year 6 Transition Tab' on the school website with any new information. Please do not hesitate to get in touch if you have any questions or queries.

Again, we are thrilled to welcome you to our Academy and look forward to seeing you in the near future.



Mr Hall
Year 7 Manager