



Science Specialist

STEWARDS ACADEMY

SCIENCE SPECIALIST

Parnall Road, Harlow, Essex. CM18 7NQ
Tel: (01279) 421951 Fax: (01279) 435307
e-mail: admin@stewardsacademy.org
Website: <http://www.stewardsacademy.org>



Headteacher: Mrs H. Ginger BSc Mathematical Sciences

24th June 2021

Dear Parent/Carer

Transfer to Secondary School – Important Dates

Following on from the letter sent by the Headteacher, in April, I am delighted to include your **Year 7 Information Pack**. This includes essential information for your child's transition to secondary school and taking time to explore the pack with your child is an important part of the process.

Please make note of the following important dates, times and information, which are individual to you:

- **Online New Parents Evening** - **Monday 28th June**
- **Taster Day** - **Unfortunately, we are unable to offer a taster day this year due to COVID restrictions.**
- **Tutor** - **Individual to pupil**
- **House** - **Individual to pupil**
- **New Parents Introductory Meeting** - **Individual to pupil**

New Parents Evening Live Event

New Parents Evening will be delivered as a live event, available to watch online and will include speeches from Mrs Ginger (Headteacher), myself (Pastoral Lead) and Mrs O Sullivan (Deputy Headteacher). The live event will begin at 6pm. You will find the link on the home page of the academy website www.stewardsacademy.org within the red banner.



making physics matter



Leading Space Education
Quality Mark



New Parents Introductory Meeting This meeting is for parents only to discuss your child's transition to Stewards Academy and will last around 10 minutes. Please make careful note of this date as this is an important part of the transition process. This meeting will be with your child's Form Tutor, via Microsoft Teams, at the time shown above. If the time allocated is not convenient, please call Mrs Gibson on 01279 421951. Please find instructions for using Microsoft Team enclosed.

Cashless Catering / Lunch on the First Day

We have a 'cashless catering system' – students do not pay with cash over the counter, but rather their account is credited via ParentPay.

As parents/carers, you will be invited to register for ParentPay at the start of term, on the INSET day **1st September** – **please look out for this email to ensure your child's account is in credit on their first day in school.**

If you require any support regarding ParentPay, please contact Miss Webb on 01279 421951. Your child will then be enrolled on to this cashless system on their first day at Stewards.

If your child is currently in receipt of free school meals the allowance should automatically transfer from your child's Primary School. However, we would recommend you ensure your free school meal allowance is current and transferred to us correctly by calling Essex Transport and Awards on 0345 6032200 prior to the start of term. New applications for free school meals can be made online at www.essex.gov.uk.

Taster Day and Summer School:

Regrettably, we will be unable to facilitate our regular Taster Days following the recent Government announcement. We are hoping to still run our Summer School in the first week of the Summer Holidays and would strongly encourage you to book onto this if you have not already done so. Please can you confirm that your child is able to attend the Summer School by e-mailing studentsupport@stewardsacademy.org by 3.00pm on **Friday 2nd July 2021 at the very latest**. Further information will be sent to the parents of those children who have signed up for Summer School in the next few weeks.

Piece of Extended Writing

To help us to have a deeper understanding of the level your child is working at and to enable us all to look back at work completed in primary school we have requested a best piece of extended writing from your child's Primary school. However, do feel free to send in with your child any other pieces of English work that they are proud of, either to Summer School or on the first day of term.

If you have any concerns, mobility issues or if you feel you need to discuss anything please contact with Miss Webb at studentsupport@stewardsacademy.org or by calling 01279 421951 and we will do our best to address your query.

Yours sincerely

Mrs J Bartlett

Mrs J Bartlett
Academy Pastoral Lead