

July 2023

Dear Parent/ Carer

Re: Transition support

The move to secondary school can be daunting and challenging for all students, but we recognise it can be particularly hard for young people with additional needs. For that reason, we want you to know we are thinking especially hard about how to make this journey as smooth and successful as possible during these uncertain times. We are committed to ensure all children start their academy life with us feeling secure and happy.

To help support students to feel more confident, I would like to make you aware of the additional resources, which are available for you and your child to access before you join us in September. These will hopefully answer some of the questions you may have and will help make your child feel less anxious about starting their new journey with us at Noel-Baker Academy.

I have enclosed the following resources:

- A bespoke Moving Up guide, which includes a number of images from around the Academy and of members of the Inclusion Team, alongside some useful information about becoming a student at Noel-Baker Academy.
- An example of and a blank copy of our one page profile, which we call a Student Information File (SIF). We create this for all our students who have additional needs and all of your child's teachers will have access to it. Those of you who have attended our additional transition events may have already completed one of these with a member from our Inclusion Team. If you have not completed this already, could you please complete this alongside your child to give us a good picture of what support you feel they will need.
- A Passport to Noel-Baker, which we would really like your child to complete as soon as possible, to allow us to get to know your child and their interests.
- Top tips for transition from Year 6 to Year 7 for parents.
- An example of a timetable so you and your child can familiarise yourselves with what a typical day may look like.

You will also find more resources that are located on the SEND transition section of our website at <https://www.noelbakeracademy.co.uk/support-with-transition/>. These include:

- A transition video that shows you some of the support that is on offer and features students who have been through the transition process and explain how they felt.

- A virtual tour of the Academy that highlights the key areas of student support that your child may need to access.
- A 'Meet the Staff' link where you will get the chance to meet members of the Noel-Baker Inclusion Team. They will talk about their roles whilst answering some of the questions you may have. This is password protected – please enter helpAchieve@1 when prompted to access the videos.
- An electronic copy of our bespoke Moving Up guide.
- An email address where you can contact myself or Helen Macleod (Operational SENCo) with any further questions, which have not been answered in the above information.

In addition to this, most of you will be assigned a keyworker from the Inclusion Team. This member of staff will be your first port of call and will work closely with you and your child to ensure that you always feel supported. You will be made aware of who your keyworker will be and they will make contact with you before we break up for the summer.

We would really appreciate it if you and your child could complete both the blank Student Information File (if you have not done so already) and the Passport to Noel-Baker, which are on cream paper and then return these to Noel-Baker Academy when your child starts.

The Inclusion Team are delighted that you have chosen to continue your education with us and we are looking forward to meeting you in person soon. We want to assure you that we are all here to support you and we all look after each other.

Yours sincerely,



Mrs C Sargent
Assistant Headteacher for Inclusion



Mrs H MacLeod
Operational SENCo