

Dear Parents/Carers,

As mentioned in my previous email in the coming weeks and months, I will be sending lots of useful information to you and your child. You should have already received our '[On Your Marks, Get Set, Go](#)' document which highlights some of the transition activities you can look forward to over the next few months.

A large proportion of this information will be to guide and support you through the transition process, however, some of it will be information that we need from you before your child attends in September. Your swift reply to any information requested would be much appreciated and will help us to provide the best possible experience for your child in September, all communication will also be posted on our Academy website. If you do have any questions then please do not hesitate to contact me.

1. **Arbor Communication:** ( [Arbor Instructions Link](#))

The Academy uses **The Arbor** (Management Information System (MIS)) , which helps us to record and store your child's information. It also allows us to communicate with you through the Arbor Parent Portal and Arbor App.

We have attached instructions explaining how you can access this App on your phone. We would encourage you to do this now so we can keep in touch with you about transition events and so that we have all the vital information for your son/daughter ready for a great start in September.

To access the App you will require login details which are specific to your child. Please be advised that Arbor communicates by email so it is essential we have the correct email address. Your log on details from Arbor will come via email within the next few days, so please make sure you check your junk email folders. If you do not receive an email, please contact school on [prie-year6transitions@coopacademies.co.uk](mailto:prie-year6transitions@coopacademies.co.uk) with the correct email address, so we can update your details.

## **2. Transition Day Invitation:**

We are excited to be welcoming your son/ daughter to join us on our **Transition Day on Thursday 26th June.**

This is students' first opportunity to familiarise themselves with our building and immerse themselves in resilience and team building activities with their new Year 7 peers as well as learning key routines and expectations. Your son/daughters primary school have been notified of this date and will be expecting them to attend the day at the Academy. There will be more details to follow about the arrangements for these days.

I really look forward to meeting you all in person in the near future and reiterate again that if you do have any questions then please do not hesitate to contact me.

Many thanks.

Jane Cronshaw

Key Stage 3 Leader