



**WEAVERS
ACADEMY**
*Creative
Education
Trust*

March 2023

Dear Parent/Carer

Welcome to the Weavers Academy community. With the allocations arriving this week, we wanted to communicate with you as quickly as possible to reassure you that we are already giving the transition arrangements our fullest attention. We are always determined to ensure the transition from Year 6 to Year 7 will be a positive experience and will fully address all academic learning and personal development.

It is an exciting time for all students moving up to secondary school and everyone at Weavers Academy will be working hard to ensure that the experience is rewarding for all involved.

I would like to welcome your child to the Academy and explain specific aspects of the secondary transfer process which I believe that you will find helpful.

An important figure throughout the process will be our Transition Lead, Mr Mawby, who leads and co-ordinates the transition process.

Mr Mawby and key Year 7 pastoral team members will be making as much contact as possible with students through a variety of means. Visits will take place in person to students in their primary schools throughout May and June. This will give us an opportunity to meet the students and provide them with a glimpse into what life is like at Weavers Academy. We also look forward to talking to their Year 6 teachers so that we can gather as much information as possible which we will use to inform the way that we organise teaching, learning and pastoral care.

All students will participate in induction days when they visit the school. These visits are scheduled to take place on Monday 3 and Tuesday 4 July. Times and specific day/days your child will need to attend will be confirmed. These days are Wellingborough-wide induction days where all Year 6 students visit their new schools.

The induction days will be based around team-building activities and taster lessons. This will give them a chance to meet their form tutor, to get to know others in their form and to enjoy many tours of the school. They will meet many members of staff throughout the induction days undertaking a variety of lessons to ensure they have a chance to see what daily life will be like in Year 7.

The other key date is when parents will have the opportunity to visit Weavers Academy to meet staff on Thursday 29 June at our parents' only induction evening. This will be your chance to meet form tutors and other key staff. More information will go out regarding this event nearer the time.



Arbor – Our Academy communication and database system

You will receive a separate email from our database system Arbor. You will need to create your account to activate all the information gathering process. The creation of the account needs to be done in a specific way to ensure the account can be activated.

These are the specific details of the logging in process:

- When parents log on to Arbor for the first time it must be through Google Chrome (no other browser) on a mobile, tablet, desktop or laptop. The app cannot be used until you have first logged in through Chrome.
- You cannot set up your password through the app, as the links in the reset password emails only work with a browser. You can reset your password using a computer or using a mobile browser on your phone or tablet.
- Once your password has been set up, you can log into the Parent Portal by going to login.arbor.sc and inputting your email address and password. If you have a child at more than one Arbor school, you will be asked to select the appropriate school. Enter your password, then click Log in.
- Students must also first log in using Google Chrome on a mobile, tablet, desktop or laptop to <https://weaversacademy.uk.arbor.sc/>
- Students cannot use the app- it is only for parental accounts.

We would be grateful if you would complete all the information forms on Arbor as soon as possible after the link goes live. Further exemplification of GDPR Compliant Privacy Notices on the use of data can be found on the Weavers Academy website.

I would like to take this opportunity to emphasise just how important these medical and personal information forms are.

To safeguard your child, we are required to have 2 contacts in the emergency contact information section in case the first one is not reachable. Please ensure there are 2. If your child is taken ill or is injured whilst at school, it is vital that we are able to contact a parent/carer during the working day. If this is not possible, then the name of a relative, friend or neighbour who could take responsibility for your child is required. If we do not receive this information by 23 June 2022, we reserve the right to withdraw your child's place for the transition days.

Email addresses are now essential as a means of communicating with parents, so please ensure a valid email address is supplied. We send letters, reports, newsletters, and all other communications via email.

The personal details form asks you to indicate who has parental responsibility for your child as defined by the "Children Act" (1989). This status is quite separate from issues of residency.

Uniform

Please see the Academy website for the uniform order form and our Uniform Policy. Order forms should be completed by the end of May to enable the uniform to be



delivered in time for the school year, also taking into account items needing to be returned and/or swapped size.

The link to the uniform section of our website is: [Uniform – Weavers Academy](#)

Communication

We have a dedicated transition email address so you can easily communicate with us. Mr Mawby, Transition Lead, plus other senior staff will respond to any questions that you may have as soon as possible. The address is:

transition@weaversacademy.org.uk

If you would like to keep up to date with our Academy news and events, please do follow out official social media channels on Facebook and Twitter.

To aid the transition process and settling in as best as possible we run a team building outdoor adventure day trip for every student in September. The letter for this trip will be sent to you. It is vital that all students attend this trip to maximise their transition into Weavers.

We are all looking forward to meeting both you, the students and to establishing a close partnership working throughout transition and beyond. We will be in touch again after Easter with more detailed plans of the events and the new parents induction pack.

Yours sincerely

Mr Jon Hunt
Principal

Mr Ross Mawby
Transition Lead