



12th May 2026

Dear Parent/Carer,

I would like to warmly welcome you and your child to Woodham Academy. This is a very exciting time in your child's education, and we are delighted that you have chosen us as part of this journey.

I am hoping that your son/daughter is looking forward to starting at Woodham. However, I do appreciate that some students may feel a little nervous and students and parents may have lots of questions and information they may want to share with us. The purpose of this letter is to inform you about our transition process so that we can support you as part of this process and eliminate any worries or concerns that you may have.

My name is Mrs Taylor. As Assistant Headteacher at Woodham Academy, one of my responsibilities is transition. I lead a fantastic team, who each year, work incredibly hard to get to know our new students and support them not only throughout the transition process, but the whole of Year 7. The team consists of:

Miss A Barnett	Head of Year 7	a.barnett@woodham.org.uk
Miss R O'Sullivan	Assistant Head of Year 7	r.osullivan@woodham.org.uk
Mrs C Bradley	KS3 Coordinator	c.bradley@woodham.org.uk
Miss D Patterson	SENCO	d.patterson@woodham.org.uk

During this term we will be visiting our feeder primaries to meet the students who will be joining us and to talk about what life is like as a Year 7 student at Woodham. Students will receive a transition booklet, which will contain important information to help them prepare for September, such as the equipment they will require, the lessons they will study, timings of the school day etc. There will be lots of opportunities for students to ask questions, which will hopefully put their mind at rest, and add to the excitement of secondary school.

Another important part of the transition process is the communication between our Year 7 team and Year 6 staff. Meetings take place, to discuss each child, so that we are aware of the support that may be required prior to September and when students join us.

There are several planned events, so please make a note of these in your diary!

Wednesday 1st July	Woodham Transition Day
Thursday 9th July, 6pm	Year 6 Information Evening for Parents

Registered Office Address: Woodham Academy, Washington Crescent, Newton Aycliffe, County Durham, DL5 4AX
Tel: 01325 300 328 / Fax: 01325 301 950 / E-Mail: info@woodham.org.uk / Web: www.woodham.org.uk

Woodham Transition Day, Wednesday 1st July

During this day students will have the opportunity to attend Woodham Academy and experience life as a Year 7 student. They will meet a variety of staff, have a tour of the school, follow a timetable and experience subject lessons. Students will also have a complimentary school dinner, which is often the highlight of the day! There will be a wide variety of food available including pasta, sandwiches, jacket potatoes and other vegetarian options. Please let us know by email or telephone, if your child has any dietary needs that we need to be aware of. Students may like to bring their own packed lunch if they prefer.

Students are to arrive at Woodham Academy for an 8.40am start and will leave slightly earlier than the rest of the school at 3pm. They are to attend wearing their primary school PE kit, as students are likely to be taking part in a PE lesson during the day. Students should also wear either their school jumper or Y6 leavers hoodie. It is important that students come prepared with a pen and pencil as they will be taking part in some lessons. Students may bring in snacks for break and a water bottle. Mobile phones are not to be used, and if students bring them into school, they will need to be out of sight and switched off. Please note that we cannot be held responsible for any phones that get lost.

Year 6 Information Evening for Parents, Thursday 9th July at 6pm

This evening is dedicated for **parents/carers only**, so that you have the opportunity to come and find out about the school, including our policies and procedures. There will be a series of important sessions such as our expectations for homework, our behaviour policy, school meals, school apps etc. All students starting with us in September will be provided with a school tie. These will be available for collection on this evening. Further information will be provided in due course.

School Uniform

As previously mentioned, all students will be provided with a school tie (any replacement ties will need to be purchased by parents/carers). Each year group has a different colour tie, and for your child starting in Year 7 the colour will be black with a green stripe. This will remain the same throughout their time with us.

To help make the cost of school uniform more affordable we have reduced the number of branded items which need to be purchased by parents, down to three.

Compulsory branded items that will need to be purchased from our school supplier are:

- School Blazer
- School Skirt (optional, as trousers can be worn)
- PE Training Top

Optional branded items from our supplier:

- V neck Jumper
- PE Zipped Top

Other compulsory uniform, which can be purchased at various retailers:

- White school shirt
- Black trousers (not applicable if the branded skirt is worn)

- Plain black PE shorts/leggings/training pants. (Shorts must be specific for PE and sport and must be appropriate for school. The length of shorts must be appropriate for a range of activities. Due to their length, Nike Pro shorts or similar length shorts are not permitted for PE lessons).

Branded uniform can only be purchased from our school supplier, SWI www.swischoolwear.co.uk. Unfortunately, we do not have the resources to be able to offer a uniform trial. Sizing information, including how to measure your child, is available on the SWI website and they do offer a returns process. If you are concerned about sizing your child, then please get in touch and we will try to assist where we can.

Alongside this letter you will find additional information outlining what is and what isn't acceptable uniform. This will be especially useful when purchasing items from supermarkets and other fashion stores.

Tutor Groups and Classes

Your child will be allocated a tutor group, which will be mixed ability. Students will stay in their tutor group for the majority of their lessons. We always aim to place students with at least one friend, and we need your child's help to make this happen! Students can allocate up to two students that they would like to be in a tutor group with. Further information will be sent out by email, together with a link to a form for you to complete, identifying your child's friendships.

All friendship requests must be made by Friday 5th June and reminders will be sent to parents. Unfortunately, if we do not receive this information then we will not be able to take this into account when allocating tutor groups.

Students will be placed in a provisional group for the transition day, and your child's tutor group will be confirmed in July, after we have received SATs results.

Important Documents and Consents

We always like to make sure that the information we receive from Durham County Council and your child's primary school is accurate. Woodham Academy uses a data management information system called Arbor. Parents and carers are able to access the information we hold and edit accordingly. Consents can also be provided electronically, which makes the process quicker and more environmentally friendly.

Please find enclosed a separate document with instructions on how to log in and access details in Arbor. This includes:

- **Checking and editing of student details** please make sure that where possible two or more emergency contacts are provided.
- **Consent for biometric** which sets up the cashless school dinner system.
- **Photo Consent**
- **School visits permission**
- **Medical information** (if applicable)

If you would like to view our privacy notice or GDPR policy, this is available on the homepage of our school website.

Our website provides further information regarding transition. It is worth checking this regularly, as this will be updated with the latest information.

<https://woodham.org.uk/year-6-transition/>

If you have any general questions or concerns, please phone the school, or email Info@woodham.org.uk

Alternatively, if you would like to discuss anything specific, such as a special need, or welfare concern, please contact the relevant member of staff using the email addresses outlined on the front page of this letter.

Yours faithfully,



Mrs T Taylor
Assistant Headteacher



Mrs T Taylor
Assistant Headteacher



Miss A Barnett
Head of Year 7



Miss R O'Sullivan
Assistant Head of Year



Mrs C Bradley
KS3 Coordinator