



OPPORTUNITY · ACHIEVEMENT · EXCELLENCE

Tutor Group Allocation & Transition Week 2023-2024



TUTOR GROUP ALLOCATION

Dear Parents / Carers,

I am writing to inform you of your child's form tutor and house for their time here at Samuel Whitbread Academy. Their form tutor will be your first point of contact whilst they are with us from September 2023.

See Tutor Group Information emailed to all parents on Friday 16th June 2023.

Tutor groups are allocated to students through a lengthy and comprehensive process of communication with student's current schools. When allocating tutor groupings to students, the academy must consider the needs of each pupil in terms of SEND provision, their language options and choices, and any other additional information provided to us from their current school. It is for all of these reasons that tutor groups are not formed on the basis of current friendship groups. It is also not possible to arrange tutor groups on the basis of student's preferences over the need to ensure that every pupil has the opportunity for a fresh start. It is worth noting that every Year 9 pupil will be new to Samuel Whitbread – and transition week, our taster sessions, and induction to our community supports pupils in forging new friendship groups for a successful learning career at the academy.

Your child has also been allocated a house which they are a part of for their time at Samuel Whitbread Academy. The houses at Samuel Whitbread play an active part of the academy and in the community – and are a chance for students across year groups to come together to take part in department competitions, house quizzes, assemblies, gaining praise points to add to the total and much more. Students wear their house colours on their school blazer, which can be purchased from our uniform provider [Total Clothing](#). All Year 9 students for September 2023 wear a Royal Blue tie. Our uniform policy can be found on our [website](#) and in our previous communication including the Transition Handbook.

Please see the below reminder below regarding the badge colour for each blazer:

House Name	Blazer Badge Colour
Moore	Purple
Obama	Turquoise
Rashford	Royal Blue
Whishaw	Red
Sims	Green



TRANSITION EVENING EVENTS

Please read this communication carefully.

'Meet the Tutor' Events

Monday 3rd July and Tuesday 4th July 2023

You are invited to attend **ONE** evening based on your child's tutor grouping. During this evening, you will have the opportunity to meet the Principal, Head of Year and Tutor. We will provide a presentation and an opportunity to ask questions directly to the year team. We would also ask that parents and guardians familiarise themselves with our new Home School Agreement as this will be discussed and signed during this evening.

Meet the Tutor Evening	Tutor Group	Schedule
Monday 3 rd July	A - D	<ul style="list-style-type: none">6PM - 6:20PM - Principal & Head of Year Talk6:30PM- 7:00PM - Tutor Meeting
Monday 3 rd July	E - H	<ul style="list-style-type: none">7PM - 7:20PM - Principal & Head of Year Talk7:30PM- 8:00PM - Tutor Meeting
Tuesday 4 th July	J - M	<ul style="list-style-type: none">6PM - 6:20PM - Principal & Head of Year Talk6:30PM- 7:00PM - Tutor Meeting
Tuesday 4 th July	N - P	<ul style="list-style-type: none">7PM - 7:20PM - Principal & Head of Year Talk7:30PM- 8:00PM - Tutor Meeting

Our uniform supplier, Total Clothing, will be available on the evening of Monday 3rd July **ONLY**. They will be in attendance to support with uniform sizing queries. You will **not be able to place an order** at this event, as it is for the purposes of trying on our uniform sizes. To order a uniform, you will need to use the following link to the Total Clothing shop: [Total Clothing Shop SWA](#). As **Total Clothing are NOT available at SWA on Tuesday 4th July**, we will permit any parents who wish to visit their stall for sizing to come to the academy on Monday 3rd July, however the timetable above for all of the other events remains in place. It is recommended you place a uniform order before **Thursday 10th August** to ensure that your child joins the academy in the correct uniform. For more information on uniform, please see the separate attached document from our uniform provider to support you.

Outside of the timings above, you are free to explore the uniform sizing stalls on Monday 3rd July, as well as information about school transport, and sample food from our canteen free of charge. Our school transport manager, Mr Whittle, will be in attendance to answer any questions you may have. **To this end, you are welcome to be onsite at SWA no earlier than 5.30pm and no later than 8pm.**



TRANSITION TASTER DAYS: TRANSPORT

Subject Taster Sessions

Wednesday 5th July and Thursday 6th July

Wednesday 5th July - Out of Catchment Feeder Schools

We will be inviting all year 8 students **out of catchment** to attend SWA for a series of subject taster sessions from 8:45am until 3:00pm. This will give students the opportunity to meet members of staff and experience lessons at SWA. They will also have an assembly with the Year 9 team. Students will be required to wear their current school uniform and will need to bring stationary/ a pencil case as well as a snack and packed lunch with them for the day. Students will **not be required to have their PE kit**.

- Students will be required to arrange their own transport to Samuel Whitbread Academy in the morning and students will need to arrive on school site before 8:45am.
- Students will be given a free bus pass to use on the Samuel Whitbread buses in order to get home from 3:00pm, or students will be able to walk home. If you need to collect by car, please collect from the road outside the school rather than coming onto the school site.

All students require consent to leave school site. It is therefore a priority that all parents complete the following Google Form which outlines your child's transport arrangements for leaving our transition events: [Out of Catchment Transport: Google Form](#)

Using the Google Form above, please ensure students know which bus they need to catch, and which stop to get off at. The Summary of Bus Routes will illustrate this for you.

Thursday 6th July 2023 – RBA Students Only

We will be inviting **RBA students** to come for a day of subject sessions from 8:45am until 3:00pm. This will give students the opportunity to meet members of staff and experience lessons at SWA. They will also have an assembly with the Year 9 team. Students will be required to wear their current school uniform and will need to bring stationary/ a pencil case as well as a snack and packed lunch with them for the day. Students will **not be required to have their PE kit**.

RBA students will be able to use any of the Samuel Whitbread buses to and from SWA and will be given a free bus pass to use these buses. Alternatively, students will be able to walk home, or dropped off and collected by car if possible. Please drop off and collect students from the road outside.

All students require consent to leave school site. It is therefore a priority that all parents complete the following Google Form which outlines your child's transport arrangements for leaving our transition events: [RBA Transport: Google Form](#)

Using the Google Form above, please ensure students know which bus they need to catch, and which stop to get off at. The Summary of Bus Routes will illustrate this for you.



TRANSITION DAY: ALL STUDENTS

Tutor Transition Day (All Schools)

Friday 14th July 2023

We invite all Year 8 students joining us in September from 8:45am to 3:00pm to spend the day with their new tutor and tutor group, allowing them to get to know their new set of peers. There will be a selection of icebreaker and team building activities for them to participate in as well as an assembly with the Head of Year and Principal.

Students will be required to wear their current school uniform and will need to bring some stationary and/or a pencil case as well as a snack and packed lunch with them for the day. Alternatively, our school canteen will accept cash from Year 8 students on this day. **Students will need their current school's PE kit with them** for this day as they will be changing into them and taking part in field sports. Please also ensure that students have a **water bottle, a hat and sun screen** with them as protection.

Students will need to make their own way to and from Samuel Whitbread Academy for that day and **all Year 8 students will be able to access the SWA bus routes for this day**. They will have travelled home on this bus on their taster days if they required it. **We will be using the same permissions that have been given by you for previous days which indicate how students will travel.**

Please make sure that all students know which bus they need to catch, at what time and from which bus stop. The [Summary of Bus Routes](#) will indicate which route number covers your area. Additionally, the detailed route timings, bus stops and locations can be found here: [All Bus Route Timetables](#)

We will obtain medical information from the New Starter Forms that you have submitted to us, however if there has been a change in medical status or condition please alert the Head of Year 9 (Mrs L Turner) at lturner@bestacademies.org.uk prior to these events.

We are very much looking forward to welcoming our prospective Year 9 students onto the academy's site during the week beginning Monday 3rd July 2023. This is an exciting and anxious time for these students, but we are here to support them every step of the way in getting to know new surroundings, forging new relationships with staff and students, and having a successful start to life at Samuel Whitbread Academy.



HEAD OF YEAR 9 MESSAGE

I am very excited to meet you all at our upcoming transition events week. I would like to take a moment to reassure you that we will all work together to ensure your child has a smooth and successful transition.

As exciting as starting a new school is, I understand that it can also be a stressful time. I want to reassure you that we will do all we can to ensure that your child is supported during the transition process and throughout their journey here at Samuel Whitbread.



We take pride in creating positive partnerships with families and truly believe that we are able to get the best out of your child when we all work as a team. We will do all that we can to ensure that your child has a positive learning experience at our school. I speak for the whole year team when I say we are very excited for September.

We are always happy to help with any queries so please do not hesitate to contact the Head of Year or Leadership Team on the details provided below.

- Mrs L Turner - Head of Year (HoY) – lturner@bestacademies.org.uk
- Mrs C Kirkman - Associate Principal for Behaviour - ckirkman@bestacademies.org.uk
- Mr J Hatchell – Associate Principal for KS3 – jhatchell@bestacademies.org.uk
- Mrs J Swift – SENCO – jswift@bestacademies.org.uk
- Mr T Rowell - Assistant Principal & DSL - trowell@bestacademies.org.uk