



26 May 2018

## New Intake Evening

I am delighted that you have chosen The East Manchester Academy and that your child will be joining 'Team TEMA'.

Please see the information below regarding New Intake Evening, Transition Days and some important information that we need you to complete and return.

### **New Intake Evening – Wednesday 13<sup>th</sup> June, 3.30pm – 6.30pm**

The evening will give you an opportunity to meet with a senior member of staff to discuss your child's transition into secondary school, our expectations, values and any concerns or issues you may have.

We value our partnership with parents'/carers' and find that it is when we work together that we make the most difference.

You will be able to book a 10-minute appointment to see one member of staff through our online booking system, a link can be found on the school website following the instructions below. Please ensure you have made your bookings by **Tuesday 12<sup>th</sup> June 2018**.

Go to the school website ([www.theeastmanchesteracademy.co.uk](http://www.theeastmanchesteracademy.co.uk)) and click the New Intake Evening button.

- \* Enter your details and your child's details and choose 'Log in'.  
Select 'New Intake Evening – September 2018' or 'I'm unable to attend'
- \* A list of staff is displayed. Select 'Continue to Book Appointments'
- \* Choose which member of staff you wish to see at a suitable time to yourself (**please note: appointments can only be booked with one member of staff**)
- \* Follow the instructions on screen to save your appointment and get the time emailed or printed.

If you have any issues, please let us know. We look forward to meeting you and would like to thank you in advance for attending this important evening to support your child.

### **Uniform**

Our uniform suppliers will be available on this evening for you to purchase/order uniform.

### **Transition Days – Tuesday 3<sup>rd</sup> & Wednesday 4<sup>th</sup> July 2018**

Our two Transition Days will be held on the days above. Students will be asked to make their own way to and from the Academy. They are expected to be at the Academy by **8.15am** and will leave at **3.00pm** on both days.

The Academy will provide refreshments and lunch, so no money will be required other than bus fare. Students may bring a healthy packed lunch. The Academy has a Healthy Schools status and therefore does not allow fizzy pop, sweets, crisps and biscuits, etc.

Please ensure that your child wears their primary school uniform. Your child will also need to bring trainers and a refillable water bottle on both days.

### **Special Requirements**

It is important that you inform the Academy if your child has complex special educational needs and / or specific medical or other significant requirements (including bespoke dietary needs). I would be grateful if you could remind your child to bring an inhaler, etc., if required. Students also need to bring with them an emergency phone number for health and safety reasons.

### **Important Information – to be completed and returned to the Academy on or before Wednesday 13<sup>th</sup> June 2018**

Please find enclosed the following information:

- \* Admission Form/Parental Consent (**all six pages must be completed fully**)
- \* Parental Information Booklet (to be read in conjunction with the admission form)
- \* Yellow School Bus Information
- \* Igo travel pass application form

### **Free School Meals**

Your child might be able to get free school meals if you get any of the following:

- \* Income Support
- \* income-based Jobseeker's Allowance
- \* income-related Employment and Support Allowance
- \* support under Part VI of the Immigration and Asylum Act 1999
- \* the guaranteed element of Pension Credit
- \* Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- \* Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
- \* Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

You can speak to your primary school to see how to apply and/or further details will be sent from us at a later date.

Yours sincerely

*I Mountain*

Mr I Mountain  
**Assistant Headteacher**

**Academy Headteacher: Mr A. Benedict**

**Executive Headteacher: Ms P. Kane M.A.**