



18<sup>th</sup> June 2021

Dear Families,

We are absolutely delighted that your child will be joining our academy in September and we look forward to meeting you all and welcoming you to our setting.

Your child's start date is **Wednesday 8<sup>th</sup> September**. School starts at **8.50am** and finishes at **3.15pm**.

Starting school is the start of our long term relationship where together we aspire for the very best for your child and ensure that we work hand in hand at home and school so that they flourish academically, emotionally and socially. We, like you, want your child to enjoy their time at the academy and, above all else, to feel happy, safe and secure.

I am sure that you will want to know more about what 'starting school' will involve for your child. Unfortunately, due to the current restrictions we are unable to offer onsite induction. We have however, created a website which can be found at:

<https://sites.google.com/outwood.com/opa-newstarters/home>.

This website includes key information to prepare you and your child for September. You will also find films on the site which will introduce you to the staff who your child will be working with.

As part of the registering process, we do need to collate some important information and permissions from you. Most of these have been presented as electronic forms which should be completed and submitted online. These are:

- New Pupil Admissions Form
- Consent Agreements Form
- All About Me
- Uniform Order Form (If we have spoken with you re uniform already on the telephone, you do not need to complete this)

If your child has a special dietary need, please call into the school office for an ISS Special Diet Referral Form, or print at home and bring into school. Likewise, if you feel that you may be entitled to Income Related Free School Meals, please print the form and send back to school.

The deadline for the return of the online and paper forms is **Friday 25<sup>th</sup> June**. This will enable us to ensure that all of our systems include your child in readiness for their start in September.

Outwood Grange Academies Trust is a company limited by guarantee, registered in England and Wales (No. 06995649)  
Registered office: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF

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## Uniform

Your child will receive some uniform items free of charge. We will contact you once these arrive in school for you to collect.

If, having visited the website, you have any questions or concerns please do not hesitate to contact us in school. You can call us on 01924 907430, or email us: [enquiries@ledgerlane.outwood.com](mailto:enquiries@ledgerlane.outwood.com)

Once again, welcome to our family - we look forward to working together.

Mrs R Skirrow  
Principal