

Dear Parent/Carer,

I would like to continue our communication by writing to you with further details of a smooth and effective transition process into year 7 for your child.

As mentioned previously, at MAP we believe the transition from primary into secondary school is an important milestone in the lives of young people and their families. It is the first step in ensuring a positive and successful period in the next stage of your child's education and a process that we are very proud of at Marine Academy. To ensure the best possible start to life at MAP, accompanying this letter are some essential documents to complete and read.

### **Admission link**

At Marine Academy, the safeguarding of all our children is the number one priority. Our admissions forms support the process of your child(ren) transitioning into school and ensure we hold all key information needed. This includes vital consent and permissions data. Please find attached a guide on how to sign up to the My Child at School app and then complete all the relevant sections.

### **Uniform**

At Marine Academy, we expect our students to look smart and dress appropriately. Our uniform here provides our identity and students are expected to wear the MAP uniform with pride. This includes on the way to and from school. Please find enclosed the Marine Academy uniform policy and an instructional letter on the ordering process. All items on the form are compulsory and can be ordered from us, **Brigade uniform suppliers** or the **uniform shop on Mayflower street**.

### **Parent / Carer checklist**

- Complete the **admissions process via the My Child at School app** by **9<sup>th</sup> June 2023**.
- Complete your **uniform order form** online by **9<sup>th</sup> June 2023**.
- Read the attached policies and discuss with your child. Ensure you are aware of the expectations of joining Marine Academy Plymouth.
- Talk to your child about the transition days. Are they excited about moving to Marine Academy Plymouth? What would they like to know?
- If you have any questions, please email [contact@marineacademy.org.uk](mailto:contact@marineacademy.org.uk) where we will collate your emails and create a 'frequently asked questions' document to share.

We will be sending of further communication shortly regarding specific details of transition days and arrangements for our new intake parents' evening.

We hope that this welcome letter finds you well and our transition process can provide a settled and smooth journey into secondary education. I look forward to meeting you and your child in the very near future!

Yours sincerely,



Dan Harmer  
Assistant Vice Principal – Student development, Attendance and Transitions