



27<sup>th</sup> March 2026

Dear Families,

I am writing to you so that I can introduce myself and outline some important information about your child's secondary school induction. My name is Mrs Harley and I am one of the Deputy Headteachers here at Countesthorpe Academy. Appointed to the role of Deputy for Raising Standards means that my role is a simple one; to make sure that your child has the best of everything we have to offer! I will be the senior leader overseeing Year 7, so if you have any questions, please don't hesitate to contact me.

At Countesthorpe Academy, we understand how important the transition from primary to secondary school is and as such I will be working closely with Year 7 to make sure that they have everything they need to succeed. I look forward to meeting you at our induction evening on Thursday 21<sup>st</sup> May (details below), working with your child during their induction and supporting them through the first year of their secondary school life.

### **Important Information**

Following this letter, you will receive an email with a link to a system called Arbor. This is our Management Information System (basically a database where we store your child's information, such as next of kin, medical needs etc.). We ask that you follow the instructions in this guide (<https://links.clcc.college/pvkms>) to setup the Arbor app on your smartphone so that you can provide us with essential information and so that we can also send you important messages regarding the transition process.

It is important that you complete this by **Friday 24<sup>th</sup> April 2026**. Should you require any assistance in completing this, please contact the transition team. Can you please ensure that you tell us the names and contact details of **at least two emergency contacts** for each student.

### **Step Up to Secondary Evening – Thursday 21<sup>st</sup> May**

At this meeting, you will receive information about the Step Up to Secondary Days, how we operate as an Academy, the Welcome Pack and Parent Guide. You will also receive important information regarding transition work to prepare your child for Year 7. Due to the large number of children coming to the Academy next academic year, there will be two sessions. We have based these sessions on your child's surname rather than feeder primary school:

6pm Surnames A – K

6:45pm Surnames L - Z

### **Step Up to Secondary Induction Days – Monday 29<sup>th</sup> and Tuesday 30<sup>th</sup> June**

To ensure that your child is feeling as confident as possible before they start at Countesthorpe Academy, they will take part in a two-day induction where they will meet their Crew leader (where

possible), meet their peers and experience what school life will be like. More details about these days will follow soon.

**School Transport.**

Confidence provide services to Countesthorpe Academy, please visit their website [www.confidencebus.co.uk](http://www.confidencebus.co.uk) for further details on routes and prices

**Contacting Us**

During the time between now and your child starting school with us, you may want to contact us with a specific question or information relating to your child. The address you can use is [transition@clcc.college](mailto:transition@clcc.college) . Your email will come directly through to the Transition Team. Using the general email address or telephone number may result in a delay in responding.

Yours sincerely,

Mrs C. Harley and the Transition Team