

Parent/Carer of «Forename» «Surname»
«Apt» «Bld»
«No» «Street»
«District»
«Town»
«Postcode»

Ref: YRU/SAN

8 June, 2015

Dear Parent/Carer,

RE: Year 6 Induction Programme

As we are now well into the summer term, it is time to plan for «Forename»'s start at the Academy in September and I am delighted to invite «him» to attend the Manchester Academy Year 6 Induction Programme. This will be held on **Thursday 9th and Friday 10th July**.

The aim of the programme is to allow students to familiarise themselves with the environment of a secondary school, meet their new teachers, become accustomed to our academic culture of "No Excuses" and experience the high quality lessons that are central to Manchester Academy fostering "The Best in Everyone".

During the programme, «Forename» will experience a mixture of both practical and academic lessons. Therefore, «he» must wear «his» normal Year 6 school clothes. **Caps and jewellery are not to be worn** as these are not part of the Manchester Academy uniform. All students will be given a free school meal on Thursday 9th and Friday 10th July.

In order to ensure a prompt start for **8.50 a.m.**, please make sure that «Forename» is dropped off at the student entrance on Moss Lane East by **8.40 a.m.** each morning. On both days, Name will be available for collection from reception at **2.50 p.m.** Please let us know how s/he will be returning home.

I look forward to working with «Forename» I am sure «he» will have an extremely useful and enjoyable experience. In the meantime, if you have any questions, please do not hesitate to contact me on the number below.

Yours sincerely,

Y Russell Saib

Yasmeen Russul Saib
Transition Teacher

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INDUCTION DAYS REPLY SLIP

Please return to Manchester Academy with Name on 9th July

My child will be collected by (give name): _____

Signed: _____ Date: _____

Parent/Carer of: