



Millfield L.E.A.D. Academy
A L.E.A.D. Academy

Headteacher: Mr Pete Wood
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LE3 2WF
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17th June 2021

Dear Parent / Carer,

We have now finalised our transition arrangements for children who are starting school with us in August.

Your child will be allocated a class – either a Ladybird or a Butterfly. We will confirm which class your child is in once we have received the admission pack back for all children (we are still waiting for one or two so if you haven't yet returned it can you do so as soon as possible).

The staggered transition into school will allow the teachers a chance to get to know your child individually and for the children to experience the full room prior to all children starting. This approach has been very successful in the past and enabled the children to settle. The table shows the dates and how the transition period will work.

As part of these transition arrangements we are organising some drop in sessions where the child and parent can visit the school, see the classroom and talk to the teachers about their child before they start. Unfortunately, due to the extension of the current step of the Covid-19 road map these will not be able to take place until the start of the new academic year. The drop in sessions will take place on Wednesday 25th August and Thursday 26th August.

We are running several sessions throughout the day and numbers will be restricted at each session. This will ensure that you and your child have an opportunity to talk to the adults and to look at the different areas of the learning environment. It also allows for cleaning between groups.

To book a slot at one of our sessions please complete our quick survey. Please give as many options as possible so we can accommodate everyone. However, places will be allocated on a first-come first-served basis. To access the survey please [CLICK HERE](#).



Historic England



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Date	Morning	Afternoon
Wednesday 25 th August	Allocated visit slots	Allocated visit slots
Thursday 26 th August	Allocated visit slots	Allocated visit slots
Friday 27 th August	Allocated visit slots	Allocated visit slots
Tuesday 31 st August	Ladybirds (collect at 12.00)	Butterflies (arrive at 1.00)
Wednesday 1 st September	Butterflies (collect at 12.00)	Ladybirds (arrive at 1.00)
Thursday 2 nd September	Ladybirds & Butterflies (collect at 12.00)	
Friday 3 rd September	Ladybirds & Butterflies (collect at 1.00)	
Monday 6 th September	Ladybirds & Butterflies	Ladybird & Butterflies (collect at 3.15)

If your child is struggling to settle and we feel they would benefit from an extended transition period then we will have a private conversation with you about this.

Yours sincerely

Pete Wood
Headteacher



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