

Principal: Mr D McGilloway

Broadoak Academy, Windwhistle Road,
Weston-super-Mare BS23 4NP Tel: 01934 422 000
Email: enquiries@broadoakacademy.clf.uk
www.broadoakacademy.clf.uk



BROADOAK
ACADEMY

Dear Parents and Carers,

We're getting closer to an exciting milestone—**Big Step Week** is just around the corner! With only a few weeks to go, we're eagerly preparing to welcome our new Year 7 students to Broadoak Academy.

Our staff and current students have been busy getting ready. Teachers are planning engaging lessons for the week, and students have been learning in House assemblies about how they'll be expanding their school families. There's a real buzz of excitement in the air!

We understand that this is a big moment for you as well as your child. It's natural to feel a mix of emotions, but we hope this letter helps ease any worries. We encourage you to support your child in being brave and embracing this new chapter—**courage** is one of our core values, alongside **time** and **choice**.

Key Information for Big Step Week

- **Arrival Time:** Please ensure your child arrives by **8:45am**, just after morning tutorial begins.
- **House Reveal:** Students will be grouped for their initial activities, but they won't find out their House until after break on the first day. This is for three reasons:
 1. To get them learning and settled in quickly.
 2. To make the House reveal a special and memorable moment.
 3. To allow our Student Support Team to prepare and support key students as needed.
- **Lunch:** Year 7s will have lunch at the earlier time of **12:30pm** to help them get used to our routines. They'll also have a designated outdoor space and can spend time with siblings if they wish.

If your child receives **Free School Meals**, please email us at transition@broadoakacademy.clf.uk so we can ensure lunch is provided.
- **End of Day:** Please **do not come onto the school site** to collect your child. This is standard practice in secondary school for safeguarding reasons—and your child will likely want to show their independence!



Working in partnership with



Rolls-Royce

Broadoak Academy is part of the Cabot Learning Federation, a company limited by guarantee.
Registered office: Federation House, Brook Road, Kingswood, Bristol BS15 4JT.
Company registration no: 06207590.

*Maximising students'
abilities, ambitions
and academic potential*

Principal: Mr D McGilloway

Broadoak Academy, Windwhistle Road,
Weston-super-Mare BS23 4NP Tel: 01934 422 000
Email: enquiries@broadoakacademy.clf.uk
www.broadoakacademy.clf.uk



**BROADOAK
ACADEMY**

Celebrating the Week

On the final afternoon, students will take part in a **celebration assembly** with their Houses. Medals and House points will be awarded and recorded for September. It's a fantastic way to kick off their journey at Broadoak.

That evening, we invite you to join us for our **Parent Information Evening**:

Thursday, 3rd July 2025

5:30pm (with a drop-in session from 5:00pm)

You'll get to see what your child has been up to during Big Step Week, hear from our House Representatives, and meet myself, Vice Principal Carina Smith, and the wider team. We'll finish with refreshments and a chance to connect with House staff and Tutors.

ParentPay

If you haven't yet activated your **ParentPay** account, we've included a letter with your login details. Please activate it as soon as possible—even if your child receives Free School Meals—as this is how we manage payments for lunches, trips, and more. We're really looking forward to meeting all our new students and families. If you have any questions in the meantime, feel free to reach out via our dedicated email: transition@broadoakacademy.clf.uk, or visit our Transition page:

<https://broadoakacademy.clf.uk/blog/year-6-transition/>

Kind regards,
Mr D McGilloway

Principal
Broadoak Academy



Working in partnership with



Broadoak Academy is part of the Cabot Learning Federation, a company limited by guarantee.
Registered office: Federation House, Brook Road, Kingswood, Bristol BS15 4JT.
Company registration no: 06207590.

*Maximising students'
abilities, ambitions
and academic potential*

Principal: Mr D McGilloway

Broadoak Academy, Windwhistle Road,
Weston-super-Mare BS23 4NP Tel: 01934 422 000
Email: enquiries@broadoakacademy.clf.uk
www.broadoakacademy.clf.uk



**BROADOAK
ACADEMY**

FAQs:

What should my child wear?

Students attending the Big Step will take part in physical activities every day. They should wear appropriate clothing and footwear for this such as: PE kit or breathable polo tops if these are their usual uniform. Any questions, please email us at transition@broadoakacademy.clf.uk

What will the children eat?

Please ensure your child brings a packed lunch for the three days to support them to enjoy the space and fresh air over break and lunchtime. If you are entitled to a free school meal packed lunch, please notify us via email on: transition@broadoakacademy.clf.uk

Where do I drop them off and collect?

Students joining us should enter school through one of the three gates (Uphill Road, Broadoak Road or Devonshire Road) and head into the school through the PE corridor (this is our only entrance). Parents must remain outside the gates after dropping off and wait outside the gates prior to collection. Please remember that sometimes they take longer than usual to pack up after a day in big school! If you have any concerns speak to a member of Broadoak staff – there is one on each gate on duty every day.

What time should I drop off and collect?

Drop off at any of the three gates at 8.50am.

Collect at any of the three gates at 2.50pm

Reminder: Parents must remain outside the gates at drop off and pick up. Parents must not enter the school building.

What should they bring?

All students should bring the following to Big Step at Broadoak:

- A bag
- Equipment (pen, pencil and ruler)
- Any work completed towards their Broadoak Reading Challenge
- Refillable water bottle ***with their name on***
- Packed lunch



Working in partnership with



Rolls-Royce

Broadoak Academy is part of the Cabot Learning Federation, a company limited by guarantee.
Registered office: Federation House, Brook Road, Kingswood, Bristol BS15 4JT.
Company registration no: 06207590.

***Maximising students'
abilities, ambitions
and academic potential***