

**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



Dear STUDENT NAME

Wow, Year 6, what a busy week you have had completing your SATs. We have been thinking of you working so hard this week. Well done!

Now, SATs are done and it is perfect timing to begin thinking about the next big step – coming up to Broadoak in September!

This letter contains three key pieces of information. Firstly, we have a special invitation for you in this letter. Secondly, your timetable for your BIG STEP WEEK at Broadoak coming up in June. Finally, we have included a special gift for you, which you can read more about at the end of the letter.



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*Maximising students' abilities, ambitions and academic potential*

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On Tuesday 25<sup>th</sup> June you will be coming to Broadoak for a three-day visit. We cannot wait to see you! Please take a look at the activities you will be doing for the three days, including a very special celebration on the final day where your family can join you to see all the fabulous work you have been doing.

Lastly, your gift. In this envelope you will find some seeds – we would love for you to plant these seeds, either in a pot or in the garden at school, home or at a family member's house. Watch them grow and take some pictures of them growing and developing. Like the seeds of these flowers you will grow, change and develop from Year 6 into Year 7 over the next few months – how exciting!

If you want to send us pictures of your flowers blooming and growing, please send these to [transition@broadoakacademy.clf.uk](mailto:transition@broadoakacademy.clf.uk)

Mrs C Ridge and Mr D McGilloway



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Dear Parents/Carers,

With just over a month to go before your child comes to visit us here at Broadoak, we wanted to get in touch with a few updates, as well as a letter enclosed for your child to read. Families gave us feedback last year that they would have liked to have a sense of the timetable for the Big Step Up Week on Tuesday 25<sup>th</sup> – Thursday 27<sup>th</sup> June a little earlier than they did. Hence why we have decided to send you a more detailed overview of the plans now. We would also like to point out that the lines of communication between home and school are very much open – please do not hesitate to email us on [transition@broadoakacademy.clf.uk](mailto:transition@broadoakacademy.clf.uk) if you have any worries or queries. This mailbox is monitored and response times are within 2 working days.

**Big Step Week – Tuesday 25<sup>th</sup> – Thursday 27<sup>th</sup> June**

We would ask that children arrive for 8.30am during Big Step Week. To prepare students for their normal activities in September, children should be dropped at and enter through one of our three entry gates. Broadoak Road Gate, Uphill Road Gate or the Devonshire Road Gate. All students at Broadoak enter through the same entry door to the building (next to the Sports Hall) and the new Y7 will join the rest of the school on their first day to come in and be greeted by the staff who are there to say hello.

Our new Y7 students will be brought together and grouped for their first few activities of the day, however, new Year 7 will not be told which House they are in until after break on day one. There are three reasons for this – firstly, we wish to organise them into learning groups straight away and to get them into classrooms and learning as soon as possible. These are our expectations for all our students, and this is how they will succeed. Secondly, joining your House at Broadoak is a big deal. This will be your family in school for 5 years, and we need this to be a special process, and not rushed – we call this our ‘sorting hat’ activity! Thirdly, it gives our Student Support Team the opportunity to



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prepare key students for the process of finding out which House they are in, where this is necessary and appropriate.

The full outline of the Big Step Timetable is attached. Please also find a page of FAQs which may be useful to read through. In addition, the Year 7 Curriculum Map for your information. Finally, please find attached a flyer for our upcoming annual Festival of Culture – we hope to see you there.

### **Logistics for the Big Step Week**

Break and Lunch time for our new Year 7 students will be at the usual times, to allow them to familiarise themselves with our routines. However, new Y7 will also be given a designated space outside where they can spend their lunchtime if they wish – this area will have familiar adults who they may have met during transition work available for them for additional support. If they have siblings in the school, they will be able to spend lunchtime with their siblings too of course!

On the afternoon of the final day (Thursday 27<sup>th</sup> June), students will enjoy a celebration assembly where they will sit in Houses and where medals and House points will be awarded and will be added to their records for September. I know it will be a great start for the year for those who gain House points during the three days.

From 4pm on Thursday 27<sup>th</sup> June, we will be inviting parent/carers into school to exhibit some of what the children have been doing over the 'Big Step Week' and to hear from some of our House Representatives from other years. We will be celebrating together with displays, refreshments as well as a talk from Mr McGilloway in the hall. We would love to see as many families able to join us at this special event from 4-5.30pm on Thursday 27<sup>th</sup> June. We hope to see you there.

One final thing; **please do not come on site to drop off or collect your child at the end of the day.** This is not common practice at secondary school, there are safeguarding implications as other students will be on site, and your children probably don't want you to. They are at 'big school' now. Of course, if you have any worries or questions, we want to work with you in partnership and welcome any questions or information that we can use to best support your child while here.

### **Should you have a query or concern, please see the following ways to engage with us:**

- Email us anytime at [transition@broadoakacademy.clf.uk](mailto:transition@broadoakacademy.clf.uk)
- Attend the **Day 1** check in 9:00- 9:30am on Tuesday 25<sup>th</sup> June – please drop your child at a student entry gate, then enter via main reception to sign in as a visitor



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- Attend the **Day 2** check in 3:00-3:30pm on Wednesday 26<sup>th</sup> June – please wait for your child to meet you at a gate as they exit, then enter via main reception to sign in as a visitor
- Attend the **Day 3** Celebration Event 4:00-5:30pm on Thursday 27<sup>th</sup> June
- Check our Transition area on the school website: <https://broadoakacademy.clf.uk/blog/year-6-transition/>

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**FAQs:**

***Is this information available in other formats?***

For this information translated please scan the QR codes below:

<b>Ukrainian</b>		
<b>Russian</b>		
<b>Polish</b>		
<b>Urdu</b>		

***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](mailto: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](mailto: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.

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Please do **NOT** enter **WITH STUDENTS** via main reception – this entrance is only for adult visitors. There are some drop ins for parents / carers who wish to speak with staff, these are:

- **Day 1** drop in 9:00- 9:30am on Tuesday 25<sup>th</sup> June – please drop your child at a student entry gate, then enter via main reception to sign in as a visitor
- **Day 2** drop in 3:00-3:30pm on Wednesday 26<sup>th</sup> June – please wait for your child to meet you at a gate as they exit, then enter via main reception to sign in as a visitor

***What time should I drop off and collect?***

- Drop off at any of the three gates at 8.30am.
- Collect at any of the three gates at 3:00pm.

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

***Will they be with their friends?***

Students who have friends who are also coming to Broadoak will, of course, be able to see them during break and lunchtime. On the first day, once the children are sorted into their groups for September they will know who is in their tutor group with them. If you have any worries or concerns about the group your child has been assigned to please feel free to attend the drop ins or email us. We will always work with our families to find a resolution to any queries or concerns.

***What if my child is entitled to free school meals?***

If you are entitled to a free school meal packed lunch, please notify us via email on: [transition@broadoakacademy.clf.uk](mailto:transition@broadoakacademy.clf.uk)

***What do I do if I am concerned about my child's additional needs?***

Please contact [transition@broadoakacademy.clf.uk](mailto:transition@broadoakacademy.clf.uk) FAO Bella Charman SENDCo

***What should students bring?***

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

- A school bag
- Equipment (black pens, a red pen, a pencil and a ruler)
- Refillable water bottle **with their name on**
- Packed lunch



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