



DCA/NDA

23<sup>rd</sup> March 2021

Dear Parent/Carer

My name is Dawn Castle and I am the Transition Mentor at Oasis Academy Wintringham. I have had the privilege of working at the Academy for 14 Years and have guided approximately 2,600 Year 6 students into Year 7 during that time.

I am looking forward to welcoming your child to our amazing Academy, and over the coming weeks I will be contacting you all to introduce myself personally.

Transition to secondary school can seem daunting to students and parents. I am here with an amazing Year 7 team to make sure your child's transition goes as smoothly as possible. As you are aware, technology has played a great part in our lives over the past year and a half, and last year I was able to speak to many groups of students, in their school, over Teams. Hopefully, this year I will be able to go into the primary schools to meet all of the Year 6 students who will be joining us in September.

Please look at our Academy website where you will find information as well as videos of the Academy and staff, including one about transition which can be found by on the link below:

<https://www.oasisacademywintringham.org/admissions/virtual-open-evening-2021>

If you have any questions or are concerned about absolutely anything to do with your child and transition, please let me know as soon as possible by contacting me on 01472 871811 or via email [dawn.castle@oasiswintringham.org](mailto:dawn.castle@oasiswintringham.org)

I look forward to working with you and cannot wait to meet your child.

I would like to take this opportunity to introduce you to the processes required to gather information about your child so that they can make a smooth start with us. Given the nature of the current situation, we are having to collect all data online.

The first thing we will request is the basic student and home information.

**Believe, Achieve, Succeed**

 @OAWintringham #proudtobeOAW  
 OasisWintringham

**Principal: Ms. H. Stennett**

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Most of the fields are compulsory as this is the information we require before any student can start at the Academy. You will be asked to provide information about your child and the emergency contacts you would like us to hold on our system. We must have a minimum of two contacts for every child to make sure we can contact someone if there is an issue.

**Please click on the link below:**

<https://forms.office.com/r/zHhWELHTnK>

**The second form we require is the GDPR consent form:**

<https://forms.office.com/r/DiLgmyVeBC>

This form collects data consents for a range of things including photographs within The Academy and use of our catering system.

**Please complete these links asap but before Thursday 1<sup>st</sup> April** at the very latest.

Once these are completed, we require a copy of ID for the student. A photographed copy of a birth certificate or passport should be emailed to [Caroline.Fenwick@oasiswintringham.org](mailto:Caroline.Fenwick@oasiswintringham.org).

Please can you also attach a photograph of your child, this helps us identify them in their first few weeks with us. A head and shoulders photo (like a passport photo) taken with your phone will be perfect.

When we have both forms completed & the ID emailed, we can send out your uniform ordering form. The Academy provide the following free of charge to our transition students and this is supplied by Uniform Direct.

- Academy Blazer
- Academy Tie
- PE Top
- PE shorts
- PE socks

Further information regarding our Academy uniform can be found on our website here:

<https://www.oasisacademywintringham.org/academy-life/uniform>

If you have any questions or queries regarding any of the forms that need to be completed, or the ID required, please contact Caroline Fenwick: [Caroline.fenwick@oasiswintringham.org](mailto:Caroline.fenwick@oasiswintringham.org)

Yours sincerely

*D.Castle*

Dawn Castle  
Transition Mentor