

4th July 2025

Dear Parents/Carers,

Year 6 Transition week: Week commencing 14th July 2025

Everyone at Royds Hall is looking forward to welcoming your child to our school in September 2025. We hope that you and your child have found the Transition events that we have offered so far helpful. As you are aware, we are offering a final Transition event, during the full week of the 14th July, when your child will attend Royds Hall each day. This will help your child feel fully prepared for joining Royds Hall in September 2025.

From Monday 14th July, your child will be attending Royds Hall each day until the end of the Royds Hall term on Friday 18th July.

School day timings during Y6 transition week

- On **Monday 14th July**, your child will need to **arrive by 8:40 am for an 8:50 am start**.
- From **Tuesday 15th July until Friday 18th July** your child will need to **arrive each morning by 8:25 am for an 8:35 am start**
- Their school day will **finish at 3:00pm** each day on Monday-Thursday (1:30pm on Friday 18th July)

Attendance at school during this week is compulsory for all students joining Royds Hall (we will support Year 6 students who have pre-arranged events at their Primary school, if we are aware of these in advance). They are to attend in their Primary school uniform and will need to bring full equipment with them, including:

- A school bag
- Pencil case
- Pens (black or blue and a purple pen)
- Pencil
- Rubber
- Pencil Sharpener
- Ruler

The full equipment list that students will need for September 2024 can be found on our website at [Royds Hall, A SHARE Academy - Uniform & Equipment](#). PE lessons will be running for Year 6 classes across **Tuesday 16th and Friday 19th July**. Your child can bring trainers with them to change into for these lessons, if they wish.

Lunch arrangements:

We will provide a free lunch for all Year 6 students on **Monday 14th July**, but from Tuesday 15th July, your child will either need to bring a packed lunch or pay for their lunch using their Arbor account. **As a reminder, we are a nut free school, so please ensure any food that your child brings to Royds Hall, does not contain nuts.**

If your child is entitled to Free school meals, their Arbor account will be credited each day with money for them to purchase a lunch meal. If they wish to purchase food at breaktime, additional money will need to be added to their Arbor account. We are a cashless school, so please do not send your child to Royds Hall with cash. You should have received a

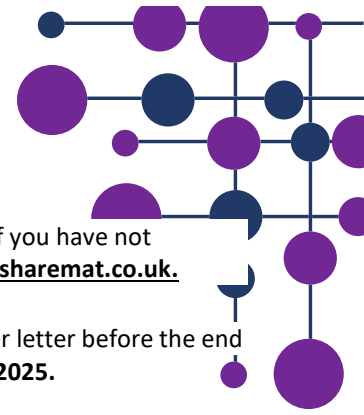
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letter/email with your Arbor log in details prior to the Parent information evening on the 26th June. If you have not received these details, please contact our school Reception team on **01484 463366** or royds.office@sharemat.co.uk.

Royds Hall finishes on Friday 18th July for the summer break at 1:30pm. We will be providing a further letter before the end of term, with more details regarding arrangements for **the start of term on Tuesday 2nd September 2025**.

Lockers:

Each child at Royds Hall is expected to have a locker. Locker keys are purchased via Arbor and are £5. This is a non-refundable fee which covers the full 5 years that your child will be at Royds Hall. **Please ensure that you have purchased a locker key for your child via Arbor by Wednesday 16th July 2025**, so we can have their key ready for them in September.

Data Collection Form, Data consent form and Birth certificates:

These forms should have arrived with the information letter for Transition Evening on the 26th June. If you have not already submitted the following documents to us **via Arbor**, please submit them asap to our school Reception or via email to justine.plumb@sharemat.co.uk

- Data collection form
- Data consent form
- Copy of your child's Birth certificate for photocopying (an emailed photo will suffice)

Paper copies of these forms can be collected from the school Reception or can be requested via email from Justine Plumb (justine.plumb@sharemat.co.uk). We must have all three documents submitted to us, prior to your child starting Royds Hall in September 2025. For safeguarding purposes, we **require two emergency contacts** per child. Please ensure that your email address is correct and going forward, you inform us of any changes to it, as it is our main method of communication with parents.

Medical information:

You must inform us if your child has a medical condition, takes regular medication or has a new medical condition that arises. If you have not already made us aware of a medical condition, please contact our school reception or email lyndsey.moxom@sharemat.co.uk

Further information:

Please do not hesitate to contact us if you have any queries or concerns on **01484 463366** or royds.office@sharemat.co.uk. As a reminder, we have a dedicated Year 6 Transition section on our website [Royds Hall, A SHARE Academy - Year 6-7 Transition](#). **This section of the website also contains the email addresses of our Year 6 Form tutors, should you need to contact your child's Form tutor. There is also information on our website about uniform and equipment.**

Yours faithfully

N. Inman

Mr N Inman
Assistant Headteacher - Inclusion

If you require this information in an alternative format, please contact royds.office@sharemat.co.uk