

# CITY OF DERBY ACADEMY

Farmhouse Road, Sinfin, Derby DE24 3AR  
Tel: 01332 270 450 Email: admin@cityofderbyacademy.org  
Web: www.cityofderbyacademy.org  
Headteacher: Mr A Harding BA (Hons) PGCE NPQH



Dear Parent/Carer,

The common transfer days have now been confirmed as taking place on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> of July and we are currently finalising our plans for the days. We are really looking forward to meeting our upcoming year 7 students and we have some varied and exciting learning experiences planned for the days when they visit us. An outline plan for the timings of the days is below:

	Tuesday 2 <sup>nd</sup> July	Wednesday 3 <sup>rd</sup> July	Thursday 4 <sup>th</sup> July
8:30am	Arrival and registration	Arrival and registration	Arrival, registration and tutor time
9:00am	Assembly and tutor time	Tutor time	Learning experience 1
10:00am	Learning experience 1	Learning experience 1	Learning experience 2
10:45am	Break A	Break A	Break A
11:35am	Learning experience 2	Learning experience 2	Learning experience 3
12:35pm	Learning experience 3	Learning experience 3	Learning experience 4
1:15pm	Lunch	Lunch	Lunch
2:10	Learning experience 4	Learning experience 4	Rewards Assembly
3pm	Depart (pupils who need to wait for older siblings can do so in the hall).	Depart (pupils who need to wait for older siblings can do so in the hall).	Depart (pupils who need to wait for older siblings can do so in the hall).

A free lunch will be provided for all Y6 pupils on the transition days, as well as a snack and a drink at breaktime. Of course, if you prefer to send a packed lunch in with your child that will be fine. On Wednesday 3<sup>rd</sup> your child will be measured for their free blazer, and many will be able to bring theirs home with them if they are in stock. Please send your child to CoDA in their current school's uniform for now though. As PE will be included in the learning experiences, pupils will be allowed to wear trainers. They should also bring a water bottle and something to write with.

As you can see from the plan above, pupils will have plenty of time to meet and get to know their form tutors and in that time, we will explain to them everything they need to know in order to make a successful start to secondary school life at CoDA.

Finally, we will be holding a parent information evening from 5-6pm on Wednesday 3<sup>rd</sup> of July, which will give you the opportunity to visit school, hear some key messages and ask any questions you may have. Following on from that, we will also hold a coffee morning for parents who cannot attend the evening session or have more specific questions to ask. The coffee morning will be from 9-10am on Monday 9<sup>th</sup> July in the bistro area of school.

## CITY OF DERBY ACADEMY

Farmhouse Road, Sinfin, Derby DE24 3AR  
Tel: 01332 270 450 Email: [admin@cityofderbyacademy.org](mailto:admin@cityofderbyacademy.org)  
Web: [www.cityofderbyacademy.org](http://www.cityofderbyacademy.org)  
Headteacher: Mr A Harding BA (Hons) PGCE NPQH



If you have any questions relating to the transition process, please don't hesitate to get in touch.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Mr Bult'.

Mr Bult.

Head of Year 7

City of Derby Academy

'Improving the life chances of all students'