

**Ref No:**

**The Link Academy**  
Simms Lane, Netherton, Dudley, West  
Midlands. DY2 0PB  
**T:** 01384 986550 **E:**  
info@thelinkacademy.org.uk  
**W:** [www.thelinkacademy.org.uk](http://www.thelinkacademy.org.uk)



May 2022

Dear Parent/ Carer,

### **Re: Year 7 Transition Information**

My name is Ross Chater, Assistant Principal at The Link Academy and I am delighted that your child will be joining us in September. I would like to introduce myself as the Transition Lead and provide some key information relating to your child's next steps as they move from Year 6 into Year 7, formally known as Transition.

This is an exciting time for your child as they progress into the secondary stage of their education. Below is an overview of how we try to make the transition process as smooth as possible for all of our new learners:

- We request information about your child from their primary school so that we have an understanding of their abilities and their needs. If we can, we also visit your child's primary school to meet them.
- We provide a parent and carer guide alongside various other information which enables parents and carers to further understand our academy. Information includes expectations and requirements for uniform, our 'Values Driven Expectations' rewards and behaviour policy alongside free school meals and 'Weduc', our parent and carer app.
- We invite your child to attend a Transition Day at the academy.
- We invite all parents and carers to attend an evening at the academy. This evening enables parents and carers to meet our staff, complete necessary paperwork, order items of uniform and ask questions.

### **Uniform**

I am delighted to confirm that by way of welcoming our Year 7 learners to our academy, Dudley Academies Trust gift learners with a free blazer and tie. Details of how to order and collect a blazer and tie for new Year 7 learners will be released in due course.

Please refer to the Parent/Carer Guide 2022/23 for information relating to the expectations and standards of uniform. This is available under the Parents & Carers area of our website.

### **Free School Meals**

If your circumstances have changed due to COVID-19 and you are now in receipt of benefits such as Universal Credit, then you may be entitled to apply for Free School Meals for your child. Even if your circumstances have only changed for the short term, you still have the right to apply.

The Free School Meals entitlement can be applied for where the parent's income satisfies any one of the following conditions at the time of applying:

- Income Support.



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- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of Pension Credit.
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

If you believe your child should be eligible for Free School Meals based on these criteria, you can apply now. We encourage applications to be made online via the academy website.

### Weduc Parent/ Carer App

In the coming weeks, we aim to send you registration details for our electronic communication system 'Weduc'. We ask that all parents and carers sign up for this service, as this enables us to communicate messages and information effectively and to gather key information from you in advance of your child starting with us in September.

If you do not have the ability to download the 'Weduc' app, or access this via a computer then please contact us to request paper copies of the forms.

Please note the contact information we have for parents and carers was shared with us via the local authority. If you need to update your contact details, please contact the academy directly to do so. Paper copies of all documents are available upon request.

### Forms and Information

We will ensure the most up to date information is available to you. Please familiarise yourself with the following key areas of our website:

- 'Why Choose Us' and 'Welcome to Year 7' (for information on Transition).
- 'Parents & Carers' (for information on Uniform, SEND, Term Dates/ School Day).
- 'About us' (for statutory information about our academy).

To accompany this letter, further information is available as follows:

- Parent and Carer Guide 2022/23 (Parents & Carers Tab).
- Free School Meal information and applications (Parents & Carers Tab).
- Learner data collection form, if you are unable to use our parent/ carer app 'Weduc' (Why Choose Us > Welcome to Year 7).

Our Dudley Academies Trust Policies, including the policy for supporting learners with medical needs can be found via our Trust website [www.dudleyacademiestrust.org.uk](http://www.dudleyacademiestrust.org.uk).



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Throughout the transition process I also want you, as a parent or carer, to feel supported and to contact me if you have any questions. Please do so by emailing [rchater@thelinkacademy.org.uk](mailto:rchater@thelinkacademy.org.uk) or telephoning 01384 986550.

Thank you in advance for your ongoing support and I very much look forward to meeting you and your child in the near future.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Chater'.

Ross Chater  
Assistant Principal



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