

# The Littlehampton Academy



**Principal:** Mr S Jewell Hill Road, Littlehampton, West Sussex BN17 6DQ  
01903 711120 office@tla.woodard.co.uk [www.tla.woodard.co.uk](http://www.tla.woodard.co.uk)

May 2011

Dear Parent/Carer

On behalf of The Littlehampton Academy I would like to congratulate your child on being offered a place with us for September 2011.

Transition to a new school is a very exciting time for your child as it opens up numerous opportunities. However it can also be a period of nervous anxiety for some children. The following information should be helpful:

- All primary schools that are sending students to TLA will be visited by a member of staff during the Summer Term. The purpose of this is to collate information on ability, attitude, attendance and behaviour.
- On Wednesday 6 July 2011 the children who will be attending TLA in September will come to the school for their Induction Day. The induction day will be from 8.45am until 2.30pm. In order to facilitate this please bring your child in their present school uniform to meet on the tennis courts. Students will line up according to their school. Names of schools will be displayed. Your child should arrive at 8.45am; they will then be taken to assembly where they will be allocated to their tutor groups. Please ensure that your child has a packed lunch and those entitled to free lunches will have theirs sent to us by their present school. Please arrange to meet your child at the Hill Road entrance at 2.30pm where they will all assemble. A Parents' Information Evening that same day from 6.30pm until 7.30pm provides an opportunity for your child to introduce you to his/her Year 7 Tutor.

Please find enclosed the following forms

- An Admissions form which must be completed and returned as soon as possible as until we receive it your child will not be on roll.
- A Home School agreement form and Learning Gateway form to be signed and returned to us.
- School uniform requirements
- Library Resource Centre leaflet
- Free School Meals form and letter

Should you feel that there are any serious issues concerning your child that needs to be discussed before September please contact the school on 01903 711145.

You can log onto our school website [www.tla.woodard.co.uk](http://www.tla.woodard.co.uk) where transition information will be available. Arrangements for the start of September will be sent to you in due course and we look forward to working in partnership with you and your child.

Yours sincerely

Mrs H Burles  
Director of Transition