

July 2025

Dear Parent/Carer,

Thank you for choosing Holbrook Academy for your child's education.

To ensure we have as much contact information as possible when your child starts with us, we would be grateful if you could please take the opportunity to read through the enclosed information and return the requested documents. You are invited to our Year 6 Transition Evening on Thursday 3rd July and we would be grateful if you could return these forms at that time.

The documents referred to in points 1 to 4 (*) should be completed and returned to the Academy.

1) Data Collection Sheet * - It is essential that we always have up-to-date contact details for all students. Please complete all sections of this form and return to us. If there are any changes to the information during the year, please inform the Academy office as soon as possible.

Please check that:

- a) we have more than one emergency contact for your child. If there is only one contact listed and your child is unwell then they may have to wait in the medical room at the Academy until we are able to contact you;
- b) the order in which your contacts are listed on the form is the order you wish them to be contacted in an emergency;
- c) we have details of all those with parental responsibility. If they are not to be contacted in an emergency please state on the form;
- d) you tell us about any medical conditions affecting your child.

2) Photo Permission Form for Students *

3) Home-Academy Agreement * (with covering letter).

4) Cashless Catering Permission *

5) Uniform Reminder – Including Uniform Information Guide from Coes.

6) Attendance Information

7) Bus routes – information on the routes serving the Academy

8) Music lessons - an overview of the opportunities available from visiting specialist teachers including a link to the application form.

All the information included with this letter can also be found on the Transition page of the Academy website – www.holbrookacademy.org/parents/transition

Your child will also require an art pad (£3.00) and calculator (£9.75) which can be purchased from the Academy. Payment for these items should be made via the School Gateway.

Yours sincerely,



Claire Elliott