



Castleford Park Junior Academy

Medley Street
Castleford
West Yorkshire
WF10 4BB

Tel: 01977 518959
www.pjademy.net

Director of Primary
Education
Mrs R Lewis

Headteacher
Miss K Law

Deputy
Headteacher
Mrs J Roberts

Deputy
Headteacher
Mr L Booth

Assistant
Headteacher
Mrs J Pender

School Business
Manager:
Mrs K Ineson

Chair of Governors
Mrs T Sycamore

Monday, June 13th

Dear Parents/Carers,

We would like to take this opportunity to welcome you to Castleford Park Junior Academy and to tell you how much we are looking forward to your child coming to join us!

This letter will outline the organisation for the transition period for your child so they can get to know our school, adults and new friends. It will also explain how you can contact us with any questions or queries. This letter will be available on our website should you need an extra copy. We will also be sending a prospectus home for you shortly through the post.

Transition Arrangements

We have arranged three transition days in order to ensure your child feels confident, secure and excited before they start with us full-time in September. The dates are recorded below:

Friday 1st July (9:30 – 2:30)

Tuesday 5th July (8:35 – 2:50)

Wednesday 6th July (8:45-2:50)

On **Friday, 1st July**, we would be grateful if you could bring your child to arrive with us at 9:15 to our school reception, in order to be taken to meet their new teacher and classmates. They can then be collected from school reception at 2:30pm.

Tuesday 5th July - drop off at 8:35 at Park Junior. This is earlier than our normal start of 8:50am so that the playground is less busy and will help make organisation smoother. Pick up will be at 2.50pm at Park Junior, again, slightly earlier than the rest of our pupils.

On 5th of July, the children will also take part in a 'Mini Olympics' event with their new classmates. Can you please ensure children come in their normal school PE kit for the whole day and bring a sun hat and water bottle? Should the weather be warm and sunny, please make sure your child has also had sun cream applied before school in the morning.

Wednesday 6th July – please drop your children off at 8:45 am and pick them up at 2:50pm in the same way that you did on Tuesday. Staff will also be on the playground so that you can ask any questions that you may have.

Year 3 teachers' classrooms open onto the playground and this is where the children will line up. Your child will already have met their teacher and there will be a label on each door (as well as plenty of staff on the playground) to help you find the right place to drop them off. They will also exit by these doors at the end of the day.

On transition days, your child should bring a packed lunch if they normally have this at their Infant School, or will be allocated a school dinner from the three choices available on each day. Lunch menu choices are published on the school website- choices available will be from



the **Week 2** menu. <http://www.pjademy.net/parents/school-lunch-menu/> . Please ring reception and let us know what your child would like to eat on their transition days if they normally have a school meal.

We would also like to invite you to have a meal with your child on the **6th July** – arriving at school at **11:30** where you will join the children in their classroom before having dinner with them so that you can experience how good our catering is first hand and what school life will be like at Park Junior. If you would like to join us for this event, then please complete this questionnaire by **Wednesday 15th June** to allow for additional food to be ordered.

<https://forms.office.com/r/b1nzF0piuU>

Welcome meeting

There will be a formal meeting to welcome you to CPJA on your child's final transition day (**July 6th**) at **5:30pm** in our school hall. Before the meeting, from 5pm, older pupils will be available to take you on a tour of our building if you would like the opportunity to do this.

We would also like to invite you to come and visit our school during a normal day, before the end of the Summer term, so that you can see what daily life is like. If you would like to take this opportunity, please contact our reception. A member of our Senior Leadership Team will carry out small group tours on the dates and times that we are available to do this.

School website

We are continually working hard to develop our school website so that it has all the information you might require at <http://www.pjademy.net/year-groups/year-two-transition/> . If you still have a question that has not been answered, please complete the following form: <https://forms.office.com/r/CKTsCzHcd4> . We will add the answers to our 'frequently asked questions' section.

We look forward to meeting you soon,

Kind regards,

The CPJA Team