



Dear parent/carer,

We are really looking forward to welcoming your son/daughter to the academy in September. To ensure students have additional transition, we have planned an induction day for them to get to know their College team, tutor and class mates on **Tuesday 5th September 2023**. Only Year 7 and year 12 students will be in school on this date.

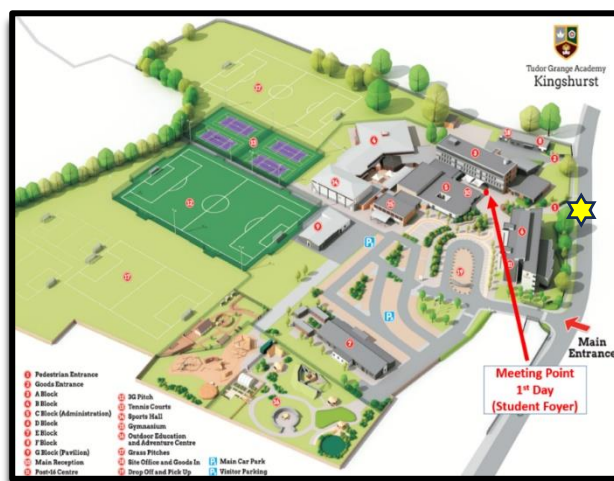
Dates for your diary

- **Year 7 Induction Day** - Tuesday 5th September 2023 (shortened day 9:30am – 2:30pm)
- **First full day at School (whole school return)** – Wednesday 6th September 2023 (Full day 8:25am – 3:05pm)
- **Meet the Form Tutor Evening** - Wednesday 15th November 2023 (4:00pm-7:00pm)

Induction Day – Tuesday 5th September 2023 (9:30am – 2:30pm)

This will allow students to meet their new College team and have a tour of the site. This day will also allow us to complete important administration tasks, such as the thumb prints and ID card pictures, prior to term start. Students are to make their way to the Student Foyer located in the main school block (staff will be around to direct) where there will be a brief year group assembly to formally welcome them into the school. Students will start their timetabled lessons the day after on **Wednesday 6th September 2023**.

Please note - Students are to be in full academy uniform from **Tuesday 5th September 2023**.



Please note - Accessing the academy. Parents are not permitted to drop students off on-site. All students must enter the site via the pedestrian gate at the front of the academy on Cooks Lane (yellow star on map)

Meet The Form Tutor Evening - Wednesday 15th November 2023 (4:00pm-7:00pm)

This evening is a face-to-face event and will allow you to meet your child's form tutor and talk through how your child has settled into the school. Parent Evening appointments will be through our My Child at School App only. You will receive a message closer to the time to advise how to do this and when booking opportunities will be open.

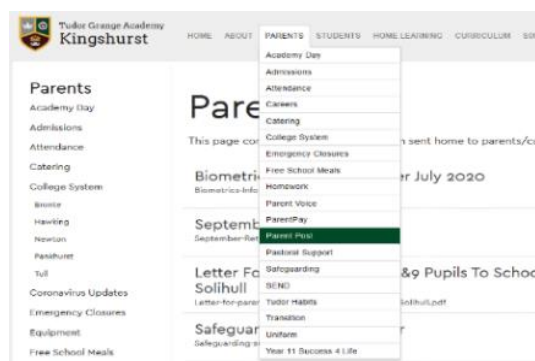
Have you checked out the Transition Page and Letters Home?

<https://www.kingshurst.tgacademy.org.uk/parents/transition/>

Please continue to check the website for the latest updates. Try to also get used to checking the Letters Home section weekly for any letters that have been recently published. This is in the Parents' section of the website.

Direct Link to Letters Home Page -

<https://www.kingshurst.tgacademy.org.uk/parents/parent-communication/>



Have you followed our official academy Facebook page?
<https://www.facebook.com/Tudor-Grange-Academy-Kingshurst-103832271934599>



My Child at School (MCAS) App Registering



You should have received an email with codes to set up your MCAS account. You will also be able to download the Parent App or use it directly online. The benefit of having this app will allow you to have live access to information about your son/daughter. This includes attendance (including lesson by lesson), reports and behaviour events (positive and negative) and detention notification. You can also use the app to receive and send messages to the school. We are aiming for this to be our main communication method with parents by the end of the year.

Please email Mrs Thomas SThomas@kingshurst.tgacademy.org.uk if you have not received a registering email from My Child at School. Please also check your junk/spam email.

Tips for making the most out of the app

- Turn on notifications for the app on your mobile device so you receive all messages. **Please note - if you have installed and accessed the app then all messages will go to the app and not mobile phone. Please be aware!**
- Check the app regularly (weekly) for behaviour and attendance data to see how your child is doing at school.
- Update personal and contact details on the app when needed so they link to the school systems, so we have accurate and up to date information for emergencies.

Cashless Catering System

The school operates a cashless catering system. Parents can preload money onto their child's account in two ways; ParentPay, will continue be our normal online payment service that most of you will be familiar with. The second option is via Pay point Top up cards where payment, in cash, can be made at local Pay point stores. Please ensure students' accounts are topped up in advance of starting in September. **Information/access codes on how to set this up were posted with the July version of this newsletter.** If you did not receive or have misplaced this letter please email Mrs Thomas (SThomas@kingshurst.tgacademy.org.uk) to receive another copy prior to starting in September.



Students receiving free school meals will continue to get their daily allowance automatically added to their account each day. Please note that any monies not spent from the daily free meal allocation will not be carried over to the next day.

Have you familiarised yourself with the school using our online tours?

Virtual Tour (Google Maps Style)



This tour allows you to select the rooms and blocks to have a self-guided "Google Map" style tour around the school.

Virtual Tour Video

Welcome Tour



Tudor Grange Academy Kingshurst

This is a virtual tour of the blocks and includes a welcome from the college leaders and other senior members of staff at the school as you are guided around the academy

Have you received Text or Email messages from us?

We have sent out a couple of texts and emails since the end of May. If you have not received these then we may not have your up-to-date number and you therefore risk missing important information from the school.

Could you please email Mrs Thomas (Data Manager), SThomas@kingshurst.tgacademy.org.uk, to update and check your contact details with us.



Uniform update (Online ordering and shop collection)



PB Sports will continue to only accept online orders for School uniform. The 'Click and Collect' will continue to be the method used. When orders are placed, a notification will be sent by text or email as soon as the order is ready to collect.

If there are any problems with sizes, there will be no problem exchanging items as needed. Most uniform items are in stock and turnaround of orders is usually within a day or two at most. Please do check the uniform guide before purchasing uniform items. Click on the booklet opposite to access this guide.

Address: Waterloo Avenue, Chelmsley Wood Industrial Estate, B37 6QQ.

Tel: 0121 770 8000. Sports Online Shop -

<https://shopify.pbsonline.co.uk/collections/tudor-grange-academies-trust>

Click on the uniform guide above to access our uniform guide electronically from the academy website. Please do check the uniform guide before purchasing uniform items and to check on our standards for presentation and learning equipment.

What do I need to do if I need to contact someone?

If you require any further information about transition, starting the academy or just want to let us know about something, please see a list of the key people below.

Transition Leader	Mr Lee Parfitt	lparfitt@kingshurst.tgacademy.org.uk
Admission queries	Mrs Sharon Thomas	ngrady@kingshurst.tgacademy.org.uk
SEND queries	Mrs Marie Brocklebank (sendco)	mwheeldon@kingshurst.tgacademy.org.uk
Medical queries	Miss Jessica Hines	jhines@kingshurst.tgacademy.org.uk
School Admin Office	0121 329 8300	office@kingshurst.tgacademy.org.uk

College Leader – Contact Details

Within the academy students are organised into Colleges (Houses). Please see below a link to the College Leaders for your reference.

Hawking	Miss Emma Ivery	Elvery@kingshurst.tgacademy.org.uk
Newton	Miss Beth Bourne	BBourne@kingshurst.tgacademy.org.uk
Pankhurst	Mr Gareth Evans	GEvans@kingshurst.tgacademy.org.uk
Tull	Mr Lee Parfitt	LParfitt@kingshurst.tgacademy.org.uk

Tips for the start of term

You may be wondering what will happen on the first day of term so I thought we'd put together a few guidelines for you to make sure you have a good start and make a good first impression!

- 😊 Arrive on time. School starts at 8:25am.
- 😊 Please go directly to the student foyer where you will be seated in the main hall for a welcome assembly.
- 😊 Arrive smartly dressed in correct full academy uniform. You must have a blazer, tie, jumper (optional until October half term), shirt, grey trousers or pleated skirt, black shoes and **no jewellery**. Please check the uniform guide in advance to ensure all aspects of uniform are adhered to.
- 😊 Make sure that you bring a pencil case with black and green pens, pencil, ruler, rubber, glue and calculator.
- 😊 Remember to put your name on all belongings – the academy is a big place and if you lose anything which is not named, it would be very difficult to track it down.
- 😊 You will spend time with your form tutor in the morning so they can get to know you and your classmates, as well as explaining the academy rules and routines. You will also be given your planner and timetable.
- 😊 You will take part in some sample lessons throughout the day and have a tour of the school.
- 😊 You will have your thumb print taken so you can access catering and photocopying services and also have your ID card photo taken. So make sure you look your best! 😊
- 😊 Eat breakfast before you come to school. On the first day a snack and drink will be provided as this is a shorter day. Check your parents have put money on your catering account so you can get snacks at brunch and lunch after the first day. In the first couple of days you may also want to bring a pack lunch or snacks with you until you get used to the catering systems.
- 😊 If you should get lost during the day or need any help, then please go to Student Services where you will find your College Admin who will be able to assist you. We will introduce you to Students services and your specific college admin again during the tour in the morning for your first day.
- 😊 Make sure you have also planned how to get home at the end of the school day. Plan and practise your journey if you are travelling by bus, bike or walking before you start in September, so you are familiar with it. If meeting parents, organise where you are going to meet them in advance as parents are not allowed to collect you from the carpark. Members of the leadership team are always on the gates at the end of school, so if you are unsure of anything please ask for their help if needed!
- 😊 If you have a traditional tie practice tying this up or watch a You tube tutorial so you've mastered this! 😊

You will soon get used to the academy life and its friendly atmosphere. Your Form Tutor is there to help you settle in as quickly as possible. Listen carefully to any instructions which are given, and you will have no problems. Most of all – enjoy your time at TGA Kingshurst. We really look forward to sharing this exciting journey with you!

Equipment

The following items are to be brought into the academy each day.

Equipment checks will be conducted at the beginning of each day, in registration time, to ensure the student is "Ready to Learn" and has the correct equipment to access learning tasks in their lessons.



- 2 Pens (Black)
- Green Pen (For making improvements to work)
- 2 Pencils
- Pencil Sharpener
- Eraser
- Ruler (minimum 15cm)
- Glue Stick
- Colouring Pencils
- Highlighter
- Maths Calculator (Casio fx-83GT plus)
- Named Pencil Case
- Reading Book
- ID Card
- Bag (big enough to hold A4 folder)



Mobile Phones

Phones are not allowed whilst on the school site during normal school hours, this includes any headphones, Smart watches or MP3 players.

If phones or mobile devices are seen or heard on the academy site, then they will be confiscated.

A second confiscation will require the parent/ carer/ nominated adult to collect the phone from the school admin office.