

Dear Parents and Carers,

We are thrilled to welcome your child as they begin the exciting journey of transitioning into **Year 10 at the Upper Academy**. This important move from Key Stage 3 to Key Stage 4 marks the next step in their academic and personal development, and we are fully committed to making the process smooth, enjoyable, and successful for every student.

Transition Weeks: Monday 7th – Friday 18th July 2025

Over the final two weeks of term, your child will take part in a **structured transition programme** designed to help them feel confident and settled in their new environment. Here is what you need to know:

Locations and Schedule

- Students will be based at the **Upper Academy (BUA)** on **Tuesdays and Thursdays** each week to experience their **option subjects and some core lessons**.
- On **Mondays, Wednesdays, and Fridays**, students will remain at the **Lower site (BLA)** for enrichment activities, lessons and drop-down curriculum days supported by BUA staff. They will continue their studies in line with preparation for GCSEs.

This split ensures that students are well-prepared for their new timetable, while also allowing for a smooth and positive farewell to their time at BLA.

Timings at the Upper Academy

- **Start Time:** 8:30am
- **Finish Time:** 3:00pm

Lunch

- A **free lunch** will be provided for all students during their time at the Upper Academy. Students may also bring or purchase additional food if they wish, and that will be the case at break time each day.

PE Kit

- Students must bring their **PE kit** with them on days they attend BUA, as PE lessons are part of the timetable.

What to Expect

During the transition weeks, students will:

- Take part in **option subject taster lessons** at BUA.
- Join assemblies, activities, and guided tours to help them feel comfortable in their new environment.
- Learn about **school routines**, including fire safety and lockdown procedures.
- Participate in engaging drop-down days at BLA e.g., Science.
- Celebrate their time at BLA with a **leavers' assembly and shirt-signing event** on the final Friday.

Building Relationships

To support a smooth transition:

- BUA staff will teach lessons at BLA in the lead-up to transition days.
- Assemblies and form time will introduce students to key BUA staff.
- Support will continue for students with SEND, EAL, or additional needs, and detailed handovers are already underway.
- Please ensure your child arrives **on time and in full correct uniform** on all days at the Upper site and Lower sites.

We believe this transition plan will help your child feel informed, supported, and excited about the next chapter of their education. We wish everyone a successful transition to BUA.

Please ensure you have completed the Transfer Register consent form that has been communicated to you. If you do not sign the form, your child may not be offered a place at the Upper Academy. The form can be found here: [The Basildon Academies Trust - Year 9 Transfer Register](#)

Thank you for your continued support.

Kind regards,

Rebecca Rees
Headteacher