

Dear Parent/Carer,

I am writing to introduce myself as the Head of Year 7 at Rushden Academy in September. I am very pleased that your child is going to be joining us in September; they are now an important member of Team Rushden and our school community and I am very much looking forward to getting to know them better and celebrating their successes and achievements.

I have been a teacher at Rushden Academy for 7 years and have in this time, been a Teacher of Performing Arts, Literacy Coordinator for the school, Head of Year 7 and Transition Lead. As a Head of Year it is my role to support, encourage and monitor your child to ensure they meet their potential in their first year with us. My expectations are high, and I look forward to building a strong, positive working relationship with all of the pupils in the year group.

Here at Rushden Academy we pride ourselves on our Team Rushden approach and our values. These are:

- Being smart
- Being respectful
- Being hardworking and resilient
- Being team players

These values were created in collaboration with our pupils and guide us with everything we do at the academy, both in and outside of the classroom. I expect everyone in the Year 7 community to always be kind to each other and try to offer support to others. My tutor team and I will work with all of our pupils to appreciate, understand and show our academy values on a daily basis. This will help to make your child's move to Rushden Academy smooth and ensure everyone feels happy and safe at school.

Working alongside me next year will be your child's form tutor. They will be committed to the wellbeing of each and every pupil in their form and are there to listen, offer help and advice, try to resolve problems, and assist me in promoting your child's achievements and well-being. The tutor should always be your first point of contact and we will be contacting you further regarding both the name and contact details of staff who will be leading our new Year 7 forms groups.

Please be assured we are here to help and ensure your child feels as at ease as possible during their transition to secondary school. I invite you to take a look at the academy website if you have not already. Here you will find a wealth of information about the school, as well as a dedicated year 6 to 7 transition section. There will also be an opportunity for you to come around the school and meet your child's tutor as well as myself and many of the teaching staff.

I look forward to meeting with you and your child, and joining you on the journey your child takes through Rushden Academy.

Yours sincerely,  
Mrs H James