

Dear _____,

I couldn't be more excited about you coming to The Birley Academy in September. Don't worry about anything. When you join us for transition we will explain everything to you and you will soon feel at home.

We have lots planned and over the next five years, you will be involved in all sorts of interesting activities and trips as well as studying really interesting subjects.

I know you will be very busy between now and September but I would love to hear from you, perhaps you could show me some of your learning. If you would like to write to me or share some work with me then ask your parents or carers to send it to me at school via email:

enquiries@birlesecondaryacademy.co.uk

Yours sincerely,

A handwritten signature in black ink that reads "Gina Newton". The signature is written in a cursive style with a large, looping initial 'G'.