



5<sup>th</sup> June 2026

Dear Parents/Carers,

**Re: Nottingham Academy Transition Day Tuesday 7<sup>th</sup> July 2026**

As part of our commitment to the pupils who will be joining Nottingham Academy in September 2026, we are delighted to be able to offer a common transfer day event for your child on Tuesday 7<sup>th</sup> July 2026.

Below are all the details you need to know about the event at Nottingham Academy:

**Where will the event take place?**

Nottingham Academy's Common Transfer Day will take place on our main site at Nottingham Academy Greenwood Road. We would ask that once parents have dropped the students at the **main Greenwood Road entry gates**, they will then leave the site by the same gate ready for pick up, if applicable.

The address for this site is: **Nottingham Academy, Greenwood Road Campus, Greenwood Road, Nottingham NG3 7EB.**

The day has been planned to give the children an experience of what secondary school life will be like in September, alongside an opportunity to meet their new teachers and other pupils who will be part of their year group.

Please find a summary of the plan of events below.

Date	Event	Start time	End time	Other information
Tuesday 7 July 2026	Common Transfer Day Nottingham Academy Greenwood Road NG3 7EB	09.00	14.45	<ul style="list-style-type: none"> <li>We would expect students to <b>arrive from 8.45am</b> on this day ready to start at 9am.</li> <li><b>Please do not arrive earlier than 8:45am.</b></li> <li>Parents/carers can accompany their child through the main gates to the front of the school where they can say goodbye for the day.</li> <li>Staff will escort children through to the Dining Room to register and be allocated to a group.</li> <li>All pupils will be given a free morning break snack and a free school meal on this day.</li> </ul>

Tuesday 7 July 2026	Information evening at the main site Nottingham Academy on Greenwood Road NG3 7EB	17.00	18.00	<ul style="list-style-type: none"> <li>• Parents/Carers will be given general information and will have the opportunity to ask specific questions.</li> <li>• SENDCo and Deputy SENDCo will be available as well as the Senior Deputy Principal, Deputy Principal, Assistant Principal and the Pastoral Support Team.</li> </ul>
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### What should my child bring for transition day?

We suggest your child brings:

- a bag
- pens, pencil, rubber and ruler in a pencil case
- snacks for breaktime (optional)
- a (refillable) bottle of water (no fizzy drinks)

Please ensure that if your child is required to self-administer medication, such as an inhaler, that it is also in their school bag and is labelled. We will be providing a hot or cold lunch for all pupils who attend the transition event. However, you may prefer to send your child in with a packed lunch, this is not a problem.

### What should my child wear?

Pupils **must** wear their primary school PE kit including trainers.

### We are a 'No mobile phone' site.

Therefore, I would advise that pupils **do not** bring a mobile phone. However, if pupils do have their mobile phones with them these must be switched off and placed in school bags. Phones will be confiscated if seen or heard and kept in the school office but will be returned at the end of the school day.

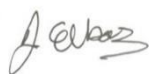
### Information evening:

All parents and carers are invited to our Information evening. **PLEASE NOTE** this will also be held at our **main site on Greenwood Road, Nottingham NG3 7EB** on Tuesday 7 July 2026. The Information presentation will begin at 17:00 until 18:00.

We are really looking forward to welcoming your child to our transition event and hope that they enjoy the day.

If you need any further assistance regarding these transition events, please do not hesitate to contact us using the contact details [admissions@nottinghamacademy.org](mailto:admissions@nottinghamacademy.org) or 0115 7483380.

Yours faithfully



**Mrs J Elbaz**  
**Executive Principal**