



Portlethen Academy

Learn and Improve. Get Involved. Think of the Consequences. Respect All.

20 April 2020

Dear parents/carers,

I hope that this letter finds you well and coping with the different routines we've come to know. I appreciate this is not the final term of primary school that you or your child anticipated, and I understand that with the transition to the Academy not that far away now, you will no doubt have a number of questions.

I would like to reassure you that staff at all our Primaries and here at the Academy are working together to try and make the transition process as smooth as possible. To begin with, we have created a Transition section on Portlethen Academy's website. It can be found here:

<https://portlethenacademy.aberdeenshire.sch.uk/pupil-area/transition/>

In this section, there is currently one item, but we will populate it with relevant information as we progress throughout the term. We will inform you of any updates or additions to this section of the website via email. The document that is in this section is a PowerPoint that has been created by some of our S2 pupils specifically for this period of transition. It contains embedded videos and takes you on a virtual tour of different areas and aspects of the school.

Primary 7 class teachers will also be setting a task this week asking pupils the following question:

"What questions have you got for the Senior Leadership Team (Head teacher & Depute Head Teachers) or Guidance Teachers about your transition to the Academy?"

The P7 teacher will collate the questions and forward on to myself. The questions will then be answered in short video clips from Guidance teachers and Senior Leadership Team. These videos will also provide useful introductions and additional information on who's who and what they do. An approximate timescale for these videos will be mid-end of May. They will be shared on the Academy website.

Further into the term, there are likely to be other tasks set via P7 class teachers that could include:

- each P7 pupil creating a short personal fact-file which will include a passport-style photograph of themselves.
- online Microsoft Teams once S1 classes have been created to meet Guidance teacher and new classmates.

Other information regarding administration tasks (eg. locker and library forms) will also be shared in due course.

Yours sincerely,

Mrs Campbell-Robertson
Depute Head Teacher and S1 Year Head (2020-21)