



27<sup>th</sup> July 2022

Re: Last few bits...First Few Days...

Dear Parents and Carers

The aim of this letter before the summer break is to give you some final pieces of important information prior to students joining us on Friday 2<sup>nd</sup> September. Please excuse the sub heading format, but I felt this would be the most useful way to share the information.

#### Induction Day Reminders:

- Friday 1<sup>st</sup> September is year 7 only in school.
- Students are welcome from 8.15am but are not required to be on the school site until 8.35am for an 8.40am start for tutor time.
- When students arrive, they should make their way to A Hall for an assembly, exactly as they did on the induction day
- If parents are dropping students off at school by car, we advise that you drop students outside the school grounds. If you do come onto school site, please use the drop off zones and not the bus stops.
- Money will need to be pre-loaded onto student accounts prior to Friday 1<sup>st</sup> September. SCOPAY details will arrive soon in your email accounts. This is our online payment system and how you will top up your child's account for dinner money, pay for trips and secure your locker.
- Students do not need to bring their PE kit for their first day or for their first PE lesson. PE kit will not be required in school until they have their second timetabled lesson.
- The school day will finish at 3.15pm.

#### Induction day timetable:

Attached to this letter is a programme for each tutor group for their first day. Please also note that on Monday 5<sup>th</sup> September, all other pupils return to school and therefore they have an extended form time through period 1. This will provide year 7 with an opportunity to reflect on their first full day. We advise that you go through the timetable with your child to ensure they understand what they will be doing to relieve any potential anxiety.

#### Buses

The Ruddington school bus operates on a year group specific basis and will be operating for year 7 only on the Friday. Details of the service are below:

##### **Ruddington to School**

Pick up Point 1: Pasture Lane 08:05-08:15 (Departs at 08:15).

Pick up point 2: Rufford Road, Ashworth avenue near St Peters Primary School 08:20

Arrival: Rushcliffe Spencer Academy 08:30

##### **School to Ruddington**

Pick up point: Rushcliffe Spencer Academy 15:27 Departs

Drop off 1: Rufford Road, Ashworth avenue near St Peters Primary School 15:40

Drop off 2: Pasture Lane 15:45

#### Walesby

A reminder that if you wish for your child to attend the Walesby trip in the week beginning 3<sup>rd</sup> October with their new tutor group you need to complete the online form found: <https://forms.office.com/r/Vwd1u6BVlg>.

#### SCOPAY

Details for SCOPAY, our online payment system will be sent via email at the back end of this week, so should arrive with you soon. Once you have your details, you will be able to pay for Walesby, reserve a locker (select locker key deposit 7-11 in Scopay) and top up your Childs dinner money. If you do not receive your details in the next week and have checked your junk email also, please contact the school finance team@

[finance@rushcliffe.notts.sch.uk](mailto:finance@rushcliffe.notts.sch.uk), who will be able to assist you. Please note that during the holidays this email is monitored less often.

### **Further questions**

Over the course of the last few months we have worked hard to ensure that all transition questions are answered and that parents and students feel ready for the start of the school year in September. If after you have read all the information you still have a question please direct them to the transition inbox ([transition@rushcliffe.notts.sch.uk](mailto:transition@rushcliffe.notts.sch.uk))

### **Other information:**

The transition inbox will be monitored over the summer period, but at a less frequent rate. So please allow time for replies. Once the school year begins in September the transition inbox will no longer be in operation. Consequently, from 2<sup>nd</sup> September any communication will need to be sent to [admin.office@rushcliffe.notts.sch.uk](mailto:admin.office@rushcliffe.notts.sch.uk) as with all other year groups and enquiries.

### **Final thought**

We are confident that over the course of the last few months you have found all the information that you have received progressive and extremely helpful. Please do not worry over the summer holidays, we have everything in place to look after your child in September. Remember if you are unsure about anything, please refer back to the information you have received. This is all also available on the transition section of the Rushcliffe Spencer Academy website.

Have a wonderful summer and see you in September.

Yours faithful



Mr Crawley  
(Assistant Principal)



Mrs Richardson  
(Head of Year)