



Headteacher: Louise Cowley

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12th June 2026

Dear «Applicant»

RE: «Firstname» «Surname»

I have had a delightful few weeks visiting Year 6 students in primary school. This has been an important part of the transition process, helping us plan for «Firstname»'s arrival. Hopefully, I have also managed to answer all of «Firstname»'s questions and reassure «Firstname» about this next step in their school career. Whilst on our visits we have taken the time to explain the House system, which is the backbone of the rewards system at Oxford Spires Academy.

House Placement

I am happy to inform you that «Firstname» has been placed in «House» House. This decision is determined by siblings already at Oxford Spires Academy and consideration of friendships, the range of feeder schools and other needs.

Each student and family will belong to one of our 4 House: Bannister, Earhart, Seacole and Tolkien, led by tutors. Each House has its own identity, strengths and qualities. The House system develops a culture of enrichment and healthy competition which raises aspirations. It is our intention that every child takes part in the many opportunities available to them and participates in the various House competitions to extend their learning and enrich their time with us.

Through the House system your child will be recognised and rewarded for their commitment, contributions and good attendance and punctuality. They will receive House points, commendations, half colours and full colours, which count to the overall House points. Each year the House trophy will be awarded to the House with the most points!

Students: Transition Day (Wednesday 24th June 08.45-14.30)

Students should arrive promptly at the school gates for 08.45. They will meet their Tutor and tutor group, compete in their first House competition in PE, have a taster secondary lesson, complete our statutory reading test and get to know the school site!

Please ensure students have a bag with them, a pencil/pen, reading book and a packed lunch; should «Firstname» be eligible for a Free School Meal we will provide a vegetarian option main meal from our canteen.

Students can wear their own clothes, but they must be suitable for a PE lesson during the day.



The school day for the Year 6 students will finish at 14.30 and if students would like to wait for siblings, they will be able to stay on site until 15.00 to do so.

Parents: Transition Evening (Wednesday 24th June 17:30-19:00)

We look forward to you joining us for our Rising Year 7 Parents' Evening on Wednesday 24th June at 17.30. It is essential for parents and carers to attend in order to meet «Firstname»'s Tutor, Ms Cowley (Headteacher) and find out more about the transition process this year. Please note that this event is for parents/carers only due to the capacity of our theatre. Students do not need to attend on this occasion.

If you or your child are unable to attend the transition events please let us know via this form: [Y6-7 Transition Day and Evening 2026 – Fill in form](#)

Uniform

To make it easier to purchase academy uniform, we have chosen to use the parents' online ordering service from Price & Buckland. Please follow the uniform link:

<https://price-buckland.co.uk/oxford-spires-academy-oxford>

Please ensure you purchase at least: a school blazer and a PE polo shirt from Price & Buckland. The rest of our uniform including the black crew neck jumper may be purchased from elsewhere. You will need to order uniform by 1st August 2026 and deliveries will be made to your home address in time for the start of the school year.

We have arranged a uniform fitting for students on Transition Day and will provide the blazer size and kilt size (if appropriate) as part of the parent pack provided on arrival.

There is a comprehensive guide for sizing on the Price and Buckland website <https://price-buckland.co.uk/parent-zone/how-to-measure-your-child/>.

Starting in September

The first school day is on Thursday 3rd September and students are expected in full school uniform. The normal school day runs from 8:20am until 3:00pm.

We look forward to welcoming «Firstname» on Transition Day on the 24th June!

Yours sincerely

Ms Hannah Chaffey
Assistant Principal