



SSW/NSL

Friday 27 March 2026

Dear Year 6 Parent / Carer

**RE: YEAR 6 TO 7 TRANSITION ARRANGEMENTS – MONDAY 29 JUNE – WEDNESDAY 1 JULY 2026**

We are excited to welcome your child to The Gateway Academy! As part of their transition into Year 7, we have planned a dedicated transition period on the dates listed above. During this time, we aim to provide your child with the best possible introduction to secondary school life. Below, you will find important information to help them prepare for this experience.

**Arrangements**

- All Year 6 students will attend The Gateway Academy from 8:15 am to 2:30 pm (they should go directly to The Gateway Academy and **not** to their primary school). Members of staff will be on hand inside the courtyard to direct your child when they arrive here on their first day. For the remainder of the week, please ensure that your child is onsite at The Gateway Academy by 8:13 am, as the school gates will close at 8:15 am. Any students arriving after this time will need to make their way to the reception, via the ramp.
- All students will be expected to wear their primary school uniform; jewellery should be kept to a minimum. Please ensure your child brings their school bag and equipment.
- On the first day, all Year 6 students will receive their lesson timetable.
- Wherever possible, students will be taught with other children from their current primary school. (New class sets will be established, where appropriate, at the start of Year 7 in September.)
- The Gateway Academy is a mobile phone free school, this means mobile phones **are not** to be seen or used from the time students arrive at the Courtyard gate in the morning until the time they leave the Courtyard gate at the end of the day. This includes break and lunch time. If a student's mobile phone is seen or heard during these times, it will be confiscated and returned to them at the end of the school day.
- Students can bring a packed lunch, or can purchase a school meal with cash. Meals will be provided for those students entitled to a free school meal (cashless vending cards will be issued to new Year 7 students upon their return to the Academy in September 2026). **Fizzy drinks are not permitted in the Academy.** Please visit our website to view our Academy lunch menu (<https://www.theglc-gatewayacademy.org.uk/page/?title=Academy+Lunch+Menu&pid=52>). Transition will be held on a week two here at The Gateway Academy, please ensure you look at the correct week when viewing the menus.

Continued overleaf / 2

The Gateway Academy,  
Marshfoot Road, Tilbury, Essex, RM16 4LU

Tel: 01375 489000

admin.gateway@theglc.org.uk  
www.theglc.org.uk

The GLC Trust is a company limited by guarantee, registered in England & Wales (Registered Number 5853746). Registered office at The Gateway Academy, Marshfoot Road, Tilbury, Essex RM16 4LU.

Chief Executive Officer: Viki Reid.

The GLC is committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment.



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- If your child is **not** making their own way to and from our Academy during the transition period, please ensure you pick them up from The Gateway Academy Courtyard gates at 2:30 pm. (For the Year 6 to 7 transition **only**, this is 15 minutes earlier than the regular dismissal time for Year 7 and Year 8 students.) This adjusted schedule applies **only** during the transition week and will change when your child officially joins us in September 2026.

Parents / Carers will be able to purchase uniform during the following dates and times:

- **Monday 29 June - 2.00 pm – 5.00 pm**
- **Tuesday 30 June - 2.00 pm - 5.00 pm**
- **Wednesday 1 July - 2.00 pm - 5.00 pm**

**The P.E. uniform provider will also be at The Gateway Academy on Monday 29 June and Wednesday 1 July for you to view the kit and check sizing.**

Parents / Carers will be able to collect orders during the following dates and times:

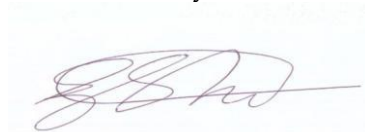
- **Tuesday 25 August - 10.00 am – 3.00 pm**
- **Wednesday 26 August - 9.00 am-3.00 pm**
- **Thursday 27 August - 9.00 am-3.00 pm**
- **Friday 28 August - 9.00 am-3.00 pm**

**Please be aware that we will require full payment for your child's uniform on the day of ordering. Payment can be paid in the form of cash or debit/credit card.**

Please can you complete the reply slip on the google link below no later than **Friday 12 June 2026**. Please note that a Google account is **not** required to access and submit the form, although it may be necessary to copy and paste the link into **Google Chrome**. <https://forms.gle/PgKezMJGhivghoj86>

If you have any questions or queries with regards to the contents of this letter, then please do not hesitate to contact me on telephone number 01375 489000 or via email at [gateway-transition@theglc.org.uk](mailto:gateway-transition@theglc.org.uk).

Yours sincerely



**Mrs S Shaw**  
**ASSISTANT PRINCIPAL**

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