



**West Lothian
Council
Education & Cultural Services**

Broxburn Academy



Head Teacher: Peter Reid

Depute Head: Abi Adam

Depute Head: Fiona Rowland

Depute Head: Kirstie Richmond

Dear P7 Parent/Carer

Broxburn Academy P7/S1 Online Transition

I am writing to let you know that we started the online transition programme for the Broxburn Cluster with your child(ren) this week.

Here is a short timeline of the activities taking place:

Last month

Individual calls to P7 parents/carers
Questionnaire to P7 Parents/carers

Week beginning 25th May

- Head Teacher video on TEAMS
- FAQ questionnaire on TEAMS to be completed by P7s
- S1 Year Head video on TEAMS
- Tour of the School video on TEAMS
- Weekly Learning Activities

Week beginning 1st June

- S1 Year Head chat on TEAMS to discuss the questions from the FAQ questionnaire
- Videos from staff at the Academy - every day
- Learning Activities
- Enhanced Transition on TEAMS
- Send out parent/carer FAQ sheet

Week beginning 8th June

- Videos from staff at the Academy - every day
- Learning Activities

We will be in touch as soon as we have any other information regarding transition events. Thank you for your patience during this difficult time.

Yours faithfully

Kirstie Richmond
Depute Head Teacher/S1 Year Head

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