

9th September 2025

Year 7 Meet the Crew Leader Evening

Dear Parent/Carer,

As part of our onboarding programme and to support parents and students in the transition to Newark Academy, we would like to invite you to a **'Meet the Crew Leader Evening'** on **Tuesday 23rd September 2025 from 4.30pm – 7pm.**

Your child's Crew Leader will be an integral part of their journey at Newark Academy and this opportunity to meet them will help provide an overview of how your child has settled into school and will give you the chance to ask any questions that you may have.

Support Sessions

Mrs Kent, our Associate SLT Lead for SEND and Inclusion, will also be running a drop-in session for any SEND related queries. Likewise. The NHS Mental Health Support Team will also be available to listen and support with any questions about your child's mental health. These sessions will run from 4.30pm – 6pm.

Our Year group leads, Mr Petchell and Miss Gough, will be available for a meeting on a first-come first-served basis. Please book directly with them should you need this time:

TPetchell@newarkacademy.co.uk

JGough@newarkacademy.co.uk

Booking an Appointment with Crew Leaders

Appointments are available to book with your child's Crew Leader using our online booking service. This system will go live at 3pm on Tuesday 9th September and close at noon on Monday 22nd September.

Please click the link below to access this system.

<https://parents-booking.co.uk>

From here, you need to enter the school's name which will take you to a page to enter yours and your child's details (forename, surname (as given to us with your registration paperwork) and their date of birth). This will then log you into the system where you can book your appointment. This is the system which we use for all parents' evenings. Please be sure to retain any log in information.

If you do not have access to the website, please let our administrator know via email on GRogan@newarkacademy.co.uk or call Mrs Rogan on 01636 615 000 and she will help you book your appointment.

On the evening, Crew Leaders will also take the opportunity to extend an invitation for you to attend another event, our Family Forum session, which will take place on Monday 13th October, where we aim to strengthen the partnership between us and your family and where you can find out more about life in Year 7 at Newark Academy.

Yours sincerely,

Mrs J Hamilton-Smith
Deputy Head and Newark Academy Transition Lead