



Dear parent/carer,

Transition from Primary to Secondary School. So, what happens now.....

It is great to be able to write to you and welcome you formally to Tudor Grange Academy Kingshurst. We have outlined below some key transition events/dates for you to add to your diaries.

With this letter, you will also receive a welcome pack that includes a variety of forms that need to be completed and returned in the pre-stamped addressed envelope as soon as possible.

Dates for your diary

- **Online Parent Sharing Form (Friday 10th May 2024)** – You will receive via a text and/or email, a link to an online Microsoft Form that will provide you with an opportunity to share further specific information with us about your child that will aid transition. The information is secure through the Microsoft platform and will only be seen by the key Transition team and disseminated, if need be, to our specialist services within school (for example Welfare, SEND or Pastoral teams). Please use the link below or QR code opposite to access this form. Please complete this in as much detail as possible as this is used to group students.



Link to parent information sharing form - <https://forms.office.com/e/YSmLV0a5RG>

- **New Year 7 Parents Information Evening (Wednesday 12th June 2024)**. This will be a face-to-face event between **4:00-6:30pm** at the academy. This will provide you with an opportunity to find out and meet your son/daughter's new college leadership team, attend the Principal's briefing and visit an array of information stalls to help provide you with everything you will need to know about the academy. Any specific concerns or information you require can be obtained/shared on this evening with our key staff.
- **Transition Days**. These will be held onsite at the academy on **Thursday 11th or Friday 12th July 2024** (times to be confirmed). This will give all New Year 7 students the opportunity to meet with their College Team and have a 'taster' of life at the academy as well as meeting other students. A letter with specific details will be sent closer to this time. **Please note** students will only attend one of these days and this will be based on their College allocation.
- **Summer School (Wednesday 14th August until Friday 16th August)** We have secured funding for a 3-day Transition Summer School. More information will be given at the New Year 7 Parents Information Evening on Wednesday 12th June 2024. All students are welcome to attend, and it will provide another great opportunity to familiarise themselves with the academy site and key staff.
- **Induction day – (Tuesday 3rd September 2024)**. This will be a short day in which students will spend time with their new form group and tutor prior to their first full day at school on Wednesday. Only students in Year 7 and Year 12 will be in school on these days. Students will be expected in full school uniform on this day. Further information will be sent closer to the date with specific times.
- **First day at school (Wednesday 4th September 2024)** - Year 7 students will start at 8:25am and have an extended tutor period. This will enable them to have a calm and structured start to the new term and meet students in other year groups who are in their new form group. Students will be expected in full school uniform on this day. From period 2 on this day students will be in timetabled lessons.
- **Transition Visits (Summer Term)** – Throughout the summer term members of our Transition team will be visiting/communicating with all Primary Schools to collect and collate information on our new students. A member of our team may call or invite you into a meeting if we feel this is needed. We also hold additional transition mornings for our more vulnerable new starters towards the end of term in July prior to the transition days.



Regular Update Newsletters

You will receive a Transition newsletter In July and August to keep you updated with the transition process and key information and notices prior to the start of the new academic term.

Parent Pay and Online Parent App

Login details for Parent Pay and our online parent app, My Child At School (MCAS), will be sent out with our July Newsletter. Our parent app gives live updates on student reports, attendance and behaviour data as well as being a communication method between home and the academy.

Transition Website

In the meantime, if you are keen to find out more about the academy please do visit our online Transition page on our website. There is lots of information, frequently asked questions and links for you to explore.

Link - <https://www.kingshurst.tgacademy.org.uk/parents/transition/>

Key People

If you require any further information about transition and starting the academy, please see a list of the key people below. We look forward to meeting and getting to know you in the near future and hope your son/daughter thoroughly enjoys their time with us over the next 7 years!

Key People		
Transition Leader and queries	Mr Lee Parfitt	lparfitt@kingshurst.tgacademy.org.uk
SENDCo/Assistant SENDco	Mrs Marie Brocklebank Mrs Laura Cashmore	mwheeldon@kingshurst.tgacademy.org.uk lcashmore@kingshurst.tgacademy.org.uk
Lead First Aider (Medical)	Miss Abigail Rowles	arowles@kingshurst.tgacademy.org.uk
School Admin Office	0121 329 8300	office@kingshurst.tgacademy.org.uk

Best wishes,

Lee Parfitt (College Leader for Transition)

.....

Have you completed and returned the following forms in the self-addressed envelope?

Form	Completed (Y/N)
Pupil Information	
Medical Details	
Biometric Permission	
Photograph and Video Permission	
Sex Education Permission	