



MCK/MHW

May 2026

Dear Parents and Carers,

Re: Year 7 Transition

We are looking forward to welcoming your child to The Thomas Alleyne Academy in September and hope you are excited about joining our wonderful school community. We have already been in touch with your child's primary school to begin our transition process. We have outlined below the key events and dates for our transition. We will be visiting your child in primary school during the summer term and will be inviting you to a meeting with a member of the transition team at The Thomas Alleyne Academy where we will discuss how we can support your child's transition to secondary school.

A member of the year 7 transition team will be in contact with you in the lead up to the transition day to arrange an appointment at a time to suit you. During this meeting we will discuss your child and their interests, talk to you both about the important partnership between home and school and the Home School Agreement, and answer any questions you might have. We have included a link to the Home School Agreement at the end of this letter.

Other Useful Information

Student Pre-admission Form

It is very important that you complete the online Pre-Admission form by Friday 29th May. A link to this can be found at the end of this letter, and on our website. If there is any confidential information, for example, court orders, legal separations etc, we will need to see an original copy, so please bring this with you on the Year 7 Transition evening in July. Please ensure you complete the following sections on the form:

- Priority Contacts 1 and 2 as a minimum. Please inform us of anyone who should not have contact with your child.
- Contact email addresses and mobile phone numbers. We use email and text to communicate with you, for example, sending letters and reminders.
- Ethnicity. This section is used for government statistical purposes.
- Medical information. Please let us know if your child has any physical or mental health conditions. If your child needs medicine to be administered at school during the day, please download and complete a Med 1 form from the website. Please also indicate if you give permission for the school to administer your child with the common medication listed.

Privacy Declaration, Home School Agreement and ICT user agreement. Please read these documents online before completing the Pre-admission Form. A link to all of our policies, notices and agreements can be found at the end of this letter.



Free School Meals. If your child currently receives FSM or you are in receipt of any of the eligible benefits, then reapply via the website from June. If your child has received FSM at junior school, or you are unsure please use the eligibility checker on the Hertfordshire County Council website.

Parent Portal - Arbor. You will receive an email with login details for your account and information on how to use this at the start of July. We will use this system to communicate messages home via email or text, and you must use this for payments to top up lunch accounts and for any trips, visits and extra-curricular activities. You will also be able to keep track of your child's behaviour and attendance and update your emergency contact information if this changes throughout the year. Please ensure you log into the account before the Transition evening on Monday 6th July to ensure you can access the portal. Any problems can be raised with the support team on the evening.

School Uniform/PE Kit. Our school uniform can be bought from Smarty Schoolwear in Stevenage town centre and online at www.smartyschoolwear.co.uk. A uniform list can be found on our school website. We have a uniform pop up shop containing second hand donated uniform for any items you may not be able to source yourself. This will be available on Thursday 20th August, more information will be sent out nearer the time.

School equipment/stationery. Your child will need to be appropriately equipped for lessons and you can buy all stationery from any good high street retailer. The equipment list is included with this pack and on our website. Throughout the year please check that your child has sufficient equipment to enable them to be successful in their learning.

Form tutor grouping. We have created a form for your child to complete to let us know who they would like to be in a tutor group with. Tutor groups are made using a number of factors, however we feel it is important for your child to feel comfortable when moving to secondary school. Please ensure your child submits the names of up to **three** students they would like to be placed in a tutor group with. We guarantee they will be in a group with at least **one** of the students they choose, but we can not guarantee these pairings will carry over into teaching groups.

Application for Music Tuition. If your son or daughter either already receives tuition and wishes to continue or wishes to begin learning an instrument, lessons are provided and booked through Hertfordshire Music Service. We have included a link to their website below.

Lockers. The lockers are owned by ILS and are available for students to rent on an annual basis. Rental costs are around £25 per year allowing use from September through to July. Lockers for September 2026 – July 2027 will be available online from 8th June. Year 7 lockers are located in D block which is at the far end of the school. Lockers are subject to availability and all queries should be dealt with through ILS.



Important dates for your diary

Year 7 Transition Evening on Monday 6th July 2026. For our new Year 7 students and their parents to provide you with important information about starting at our academy. We will invite you to attend a talk from the Head Teacher, Head of Year 7 and current Year 7 students. There will also be information available about support at TAA. To allow families to be seated comfortably in the Main Hall, we will present the information in two sittings and have allocated time slots according to your child's surname:

- **5.00p.m. students and their families with surname beginning A-K**
- **6.00p.m. students and their families with surname beginning L-Z**

Transition Day on Thursday 9th July 2026. All students will spend a day at The Thomas Alleyne Academy as part of the standard secondary transition arrangements. Students will need to attend in their primary school uniform and trainers. We will give you more information about the transition day in the weeks leading up to it.

First Day of Term for Year 7 is Thursday 3rd September 2026. Year 7 students will start on Thursday 3rd September. The rest of the year groups will start on Friday 4th September.

We look forward to meeting you and your child in the coming weeks. In the meantime if you have any queries, please contact me via email at transition@tas.herts.sch.uk

Yours faithfully,

Miss Monique Honeygan- Matthew
Head of Year 7

Online Links:

[Online pre-admission form](#)

[Form tutor groupings](#)

[Privacy Notices, Home - School Agreement, ICT User Agreement and other policies](#)

[Free School Meals/ Extra Help](#)

[Music Tuition](#)

[Uniform Shop](#)

[Locker Rental](#)