



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 the physical copy of 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. This pack will be posted **week beginning 27th April 2026** with forms needing to be returned by **Friday 12th June 2026**. If you don't receive this pack by **Monday 4th May** please do let us know.

Dates for your diary

- **Online Parent Sharing Form (Monday 20th April 2026)** – 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). The link to this form is below or QR code opposite will allow you to access this form. Please complete this in as much detail as possible as this is used to group students also. Regular reminders to complete this form will be sent up until the deadline date of **Friday 5th June**.



Link to Online Parent Sharing Form - <https://forms.cloud.microsoft/e/U6d0gXk939>

- **New Year 7 Parents Information Evening (Thursday 18th June 2026)**. This will be a face-to-face event between **4:00-7:00pm** at the academy. This will provide you with an opportunity to meet your son/daughter's new form tutor and 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. You will be given a specific time slot on the evening where you and your child will be able to meet their new tutor. **Please keep this date free.**
- **Transition Days**. These will be held onsite at the academy on **Thursday 2nd or Friday 3rd July 2026 (10am-2:30pm)**. This will give all New Year 7 students the opportunity to meet with their new 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 form group allocation.
- **Summer School (Wednesday 12th August until Friday 14th August 2026 10am -2:00pm)** 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 18th June 2026. 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 – (Thursday 3rd September 2026)**. 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 Friday. 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 (Friday 4th September 2026)** - 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 further get to know other students in their new form group. Students will be expected in full school uniform on this day and there will be professional individual portraits also taken for all students in the school.



- **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 June prior to the transition days.

Online Parent App and Pay

Login details for our parent app My Child At School (MCAS), have already been sent out and you should have received a link via email to access this. If you have not received this, please email Mrs Khalvandi (Data Manager). Her email address is, fkhalvandi@kingshurst.tgacademy.org.uk, who can re-send the invitation email. 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. It is also used as our Parent pay system where funds can be added to the students account (dinner money and trips etc.). We are a cashless school and therefore no cash will be accepted in school.

Regular Update Communication/Newsletters

Apart from your Welcome pack all communication will be via our parent app and/or text messages and emails. Please update us asap if your contact details change. 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.

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. I have also linked our parent communication page which has links to letters sent home and also our weekly (Inside Kingshurst) Newsletter to keep you updated with all the activities that go on within the academy.

- **Transition Website Link** - <https://www.kingshurst.tgacademy.org.uk/parents/transition/>
- **Parent Communications Link** - <https://www.kingshurst.tgacademy.org.uk/parents/parent-communication/>

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 Miss Appleby	mwheeldon@kingshurst.tgacademy.org.uk LAppleby@kingshurst.tgacademy.org.uk
Lead First Aider (Medical)	Miss Scattergood	nscattergood@kingshurst.tgacademy.org.uk
School Admin Office	0121 329 8300	office@kingshurst.tgacademy.org.uk

Best wishes,

Lee Parfitt (College Leader for Transition)