



Alameda Middle School

Year 4 to Year 5 Transition – 2026

To help pupils, parents and lower school staff, the following grid outlines all activities taking place over the next term. We hope this information will help settle any nerves and keep everyone fully informed.

Mr A Leaper (Head of Year 5)

Date	Action	By Whom
W/C 3 rd March	Welcome letter and transition flowchart to be sent out to parents of Year 4 students.	Mr Leaper
W/C 3 rd March	Friendship form letter sent to lower schools for students to fill out with their parents. Deadline for the return of this letter to the current year 4 teacher is 1st May .	Sent to the lower schools for handing out by Mr Leaper
May 11 th	Mr Leaper to send proposed class lists to lower schools. The lower school has until the 26 th June to send any amendments for consideration.	Mr Leaper, Year 4 teachers
May 18 th – June 5 th	Mr Leaper to visit each lower school to discuss transfer information with Year 4 teacher. Will be accompanied by SENCo and pastoral staff. Year 4 teachers will give guidance on pupil needs and appropriate groupings of students within form classes.	Mr Leaper, SENCo, pastoral staff, Year 4 teachers
Dates TBC	Small groups of students from each lower school, identified by Year 4 teachers, are invited to come to Alameda for a visit. A letter, giving full details, will be sent out to parents of students selected nearer the time.	Mr Leaper, SENCo, pastoral staff, Year 4 teachers
July 3 rd	Transition Day – Year 4 pupils spend the day at Alameda, getting to know their form tutors for September. Tour of the school. More information to follow in letter format with new starter information packs.	Mr Leaper, Alameda staff
July 14 th	Information Evening – Parents and children to visit Alameda and meet form tutors. A presentation delivered by Mrs Ross and Mr Leaper. Opportunity to ask questions about transition.	Mr Leaper, Mrs Ross, Year 5 form tutors
We hope that these events will ensure your child is prepared and excited about their transition into Year 5 and we look forward to meeting all our new students and parents very soon!		