



Alameda Middle School

Year 4 to Year 5 Transition – 2019

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

Kat How (Head of Year 5)

Date	Action	By Whom
February 27th	Year 4 Transition Activity Treasure hunt at Alameda Middle School for SEND and other students identified by year 4 teachers. From 2.15-3.40pm. Parents to collect from Alameda Middle School playground.	Kat How, SENCO, SEN Manager, pastoral team, year 4 teachers
May 20th	Friendship form letter send to lower schools for students to fill out with their parents regarding other students they would like to be in a class with if possible. Deadline for the return of this letter to the current year 4 teacher is 3 rd June.	Sent to the lower schools for handing out by Kat How.
June 5 th and 6 th	Kat How 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.	Kat How, SENCO, SEN manager, pastoral staff, year 4 teachers
June 18 th -20 th	Small groups of students from each lower school, identified by year 4 teachers, are invited to come to Alameda for an afternoon visit. A letter, giving full details, will be sent out to students selected nearer the time. A small presentation to parents will follow this.	Kat How, SENCO, SEN manager, pastoral staff, year 4 teachers
July 1 st -5 th	Kat How to send proposed class lists to lower schools. The lower school has until the 5 th July to send any amendments for consideration.	Kat How, Year 4 teachers
July 11th	Transition Day – Year 4 pupils spend the day at Alameda. Get to know form tutors for September. Tour the school. More information to follow in letter format with new starter information packs.	Kat How, Alameda staff
July 15th	Information Evening – Parents and children to visit Alameda and meet form tutors, purchase uniform and equipment, view the different departments and their work at Alameda. A letter will be sent out about the timings of this event in the new starter packs.	Kat How, Alameda staff
<p>We hope that these events will help alleviate any concerns about transition into year 5 and look forward to meeting all our new students and parents very soon!</p>		