



16<sup>th</sup> June 2014

Dear Parents and Carers

**Monday 7<sup>th</sup> July 2014 - Parents' Evening for New Year 7 Students**

Over the last few weeks Ms Steadman, Progress Coordinator for Year 7, and Ms Rickards, Student Support Worker, have visited our feeder primary schools to meet the young people who are coming to The Thomas Alleyne Academy in September. They have been delighted to meet such an enthusiastic group of students and we are looking forward to them joining us next year.

As part of the transition process, we would like to invite you to attend our **Year 7 Parents' Evening on Monday 7<sup>th</sup> July 2014**. We are holding a meeting for all new Year 7 students and their parents to provide you with important information about the transition process. 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 surname:

- **5.30-6.30 p.m. students and their families with surname beginning with A-H**
- **6.30-7.30 p.m. students and their families with surname beginning with I-Z**

**School Uniform/PE Kit.** Our school uniform can be bought from Kids Connection in Hertford or online at <http://www.kidsconnection.co.uk/categories/find-your-school/thomas-alleyne-school.html>. The link is on our website. You may visit the uniform shop on the Parents' Evening in the school Gym where your child can be measured for the correct size and you may take home items purchased that night: blazers, our navy skirt and/or trousers, tie, the optional jumper or cardigan, and our PE kit. You may pay by cash or credit card. The price list is attached.

**School equipment/stationery.** W H Smiths will be in the Dining Hall on the evening; you can buy the equipment detailed on the attached list. They can only accept payment by cash.



**Student Data Collection Sheet.** Please complete the data sheet and bring it with you and hand it to staff in the Dining Hall. If there is any confidential information, for example, court orders, legal separations, etc, please add it to the form or see a member of staff on the evening. On the form, please ensure you complete:

- Email address and mobile phone number as we use texts and email to communicate with home, for example sending letters and reminders.
- Ethnic Background and first language – these are used for government statistical purposes. If you are unsure what category to write, please refer to our website for the codes

<http://www.tas.herts.sch.uk/documents/Ethnicform.pdf>

**Med 1 form.** If your child needs medicine to be administered at school during the day, please complete and sign the form. If your child has no medical condition, please sign the form and write *no medical condition*.

**Free School Meals.** Please apply online at <http://www.hertsdirect.org/services/edlearn/canhelp/> Even if you are not sure whether you are eligible, we recommend you apply – it is your right and it could save you £430 a year. In addition, our school will receive £935 extra funding to support the education of your child. For details on how to apply, please see our website by following this link [http://www.tas.herts.sch.uk/parentsandcommunity/free\\_school\\_meals.html](http://www.tas.herts.sch.uk/parentsandcommunity/free_school_meals.html). If you would like support with the process, please call Ms Harris, Bursar, at the school who will be happy to help.

**Application for Music Tuition.** If your son or daughter either already receives tuition and wishes to continue or wishes to begin learning an instrument, please complete and return the enclosed form. A member of staff from the music department will be available on the evening to answer your questions.

**Privacy Notice.** Data Protection Act 1988. Please download our [E-safety Policy including Data Protection](#) from our website and keep it for your information.

**Image Consent and eSafety.** You will be asked to sign a consent form for image use and an Acceptable User Agreement for ICT in your child's planner in September.



**Team Building Day.** As part of our transition programme, all year 7 students will take part in a team building and House Competition day on Friday, 26th September 2014. The anticipated cost is approximately £20; we will provide you with full details in September.

**Taster Day on Thursday 10<sup>th</sup> July 2014.** Students should arrive at The Thomas Alleyne Academy at 8.25am for an 8.30am start wearing their junior school uniform and trainers. You may bring your child to the school gate where staff and senior students will escort them to the Main Hall. Students will need either a packed lunch or a maximum of £4.00 for the day to buy food at break and lunchtime in the Dining Hall. The day will finish at 3pm when parents who are collecting students should wait at the gate.

**First Day of Term for Year 7 is Wednesday 3<sup>rd</sup> September 2014.** Only years 7 and 12 will be in attendance on that day to allow for a less stressful transition. Students should arrive between 8.15am and 8.25am for an 8.30am prompt start. You may bring your child to the school gate where staff and senior students will escort them to the Main Hall. We will have an induction programme for the day to organise the students ready for a confident start to lessons on the following day.

We look forward to meeting you on the July 7<sup>th</sup>, but if you have any queries before that time, please contact Ms Steadman through the school office.

**Please remember to bring the completed and signed forms with you on the evening.**

Yours sincerely

Ms C Tyrwhitt  
**Assistant Principal, Guidance & Support**

Enc: Uniform Price List  
School Equipment  
Data Collection Sheet  
Med 1 Form  
Application for Music Tuition