



28 April 2026

Dear Families,

Ref: Transition into Abbot's Lea School – Update

We are writing to provide a further update on the transition arrangements for students who will be joining Abbot's Lea School.

Following our previous communications, we are pleased to confirm that by the end of this week we will have completed all initial visits to your child's current setting or if they are not enrolled at a setting, to your home.

These visits have been invaluable for us in beginning to get to know your child as an individual, beyond what can be captured in EHCP documentation. They have marked the start of building positive relationships ahead of your child's admission date.

Next Steps in the Transition Process

The next stages of transition will take place here, at Abbot's Lea School. Activities planned are designed to ensure you feel informed, reassured, and fully involved, and that your child is supported to become as familiar and comfortable with their new school environment as possible.

Date	Time	Activity
Wednesday, 17 June 2026	12.00 – 2.00pm	New Students Transition Information Session for families (key information for parents/carers only; no children on this day please)
Saturday, 27 June 2026	12.00 – 3.00pm	Summer Fair – all families are warmly invited to attend this popular public family fun day here on our grounds
Thursday, 2 July 2026	3.15 – 4.00pm	Meet the Team - Families and child visit to new classroom to meet the teacher (no siblings or extended family members, please)

<p>Friday, 3 July 2026 onwards</p>	<p>Time to be arranged during the Meet the Team session on Thursday, 2 July</p>	<p>1:1 discussion between family and teacher to create a “one-page profile”</p>
<p>Monday, 13 July – Friday 17 July 2026</p>	<p>Timings will differ slightly from our normal school day timings to allow for additional traffic and information about specific arrival and collection times will be sent to you nearer the time</p>	<p>Transition Week - Students to attend Abbot’s Lea School.</p> <p>Please note – if you child wishes to also spend time attending their current setting to say goodbye properly, we will plan with you which dates and times your child will come to Abbot’s Lea School.</p> <p>We would encourage as much attendance as possible this week.</p> <p>Further details will be sent to you nearer the time.</p>

Tuesday, 17 June 2026 – New Students Transition Information Session

This event aimed at parents/carers only is a key milestone in the transition process. During the session, you will receive important information about starting at Abbot’s Lea School and will have the opportunity to meet staff, including your child’s class teacher. We kindly ask that you do everything possible to attend this session, as it forms a crucial part of our partnership working.

Information about this event has been sent to the families previously and can be found here:

24 February 2026 letter:

<https://www.abbotsleaschool.co.uk/wp-content/uploads/2026/02/New-Students-Transition-Information-Session-on-Wednesday-17-June-2026-24.2.2026.pdf>

14 April 2026 letter:

[Transition-Into-Abbots-Lea-School-14.4.2026.pdf](https://www.abbotsleaschool.co.uk/wp-content/uploads/2026/04/Transition-Into-Abbots-Lea-School-14.4.2026.pdf)

Saturday, 27 June 2026 – Our Summer Fair

Our **Summer Fair on Saturday 27 June 2026**, is a lovely chance to visit the school in a relaxed and informal way and begin to feel part of the Abbot’s Lea community. Your entire family and all friends are welcomed on the day

Thursday 2, July 2026 – Family and Child Visit

On **Thursday, 2 July at 3:15pm**, you will be invited to attend school **with your child** (no siblings or extended family members, please). During this visit you will:

- Go to your child's classroom
- Spend time playing and completing activities together
- Meet your child's class teacher
- Arrange a dedicated follow-up meeting time to share your views, questions, and priorities

Monday, 13 July – Friday, 17 July 2026 – Transition Week

During this week, you will bring your child to Abbot's Lea School, leaving them in the care of ALS staff and collecting them at an agreed time. You will not be required to stay with your child during their school day. For any parents wishing to stay nearby, we recommend our neighbouring Strawberry Fields café as a local venue.

We are very much looking forward to continuing to work in partnership with you over the coming weeks and months, and to welcoming your child into our school community.

Yours sincerely



Mrs E Tobin
Deputy Headteacher