

Dear (Parent/Carer),

We are delighted that (Student name) will be joining Thomas Clarkson Academy in September 2022. We look forward to meeting both you and (student name) in the time leading up to starting secondary school and of course in Year 7 and beyond. By now you should have received confirmation from your Local Authority of the place offered to you at Thomas Clarkson Academy. This would have been sent to you via email, on the admissions portal or via 2nd class post. To confirm your place, you can either accept it online (if you applied via the Cambridgeshire County Council citizen portal) or call or email us directly.

You may have already received from us an email informing you of how to accept your place at Thomas Clarkson Academy. Email is the form of communication that we will be using to contact you throughout (student name)'s transition. We will be contacting you on a termly basis with reminders and updates. If you have not received an email from us then please contact admissions@thomasclarksonacademy.org where we will endeavour to ensure that we have the correct contact details for you.

I hope that (student name) will have a wonderful transition experience, and I am looking forward to sharing their successful journey through secondary education. Over the course of the summer term we will be writing to you again to invite you and (student name) to our transition events.

- Transition Evening is Monday 4th July – An important information event where you will also get to meet (student name)'s tutor.
- Transition days are Tuesday 5th & Wednesday 6th July – where (student name) will get to experience life at TCA for 2 days.

If you have any queries or questions that you can't find the answer to or the personal information in this letter is incorrect, please do not hesitate to contact us. Our website will be updated along the way with any news or events that are emailed out to you - <https://bit.ly/Transition22-23>

Yours faithfully,



R Scott
Principal