

Dear Parent,

It is now time to decide which secondary school you wish your child to go to next September. The application has to be made for school by ____/____/____

A list of times when I could meet you to fill in the appropriate forms are listed below. Please indicate which time would suit you best and return the slip to school, or phone the school secretary. It is very important that I see every parent of year 6 children.

You are welcome to bring someone along who can interpret if necessary. If you need an interpreter but are unable to arrange this yourself, please contact the school and we will try to arrange this for you.

Yours sincerely,

Headteacher

I wish to have an appointment in this sessions ticked ()
Sessions at 15 minutes intervals.

AM

PM

____/____/____

____/____/____

____/____/____

Child's name Class

Signed.....

Dear

Your appointment to discuss your child's progress will be at

on ____/____/____

Signed Class Teacher

Secondary transfer

