



Dear Parents/Carers

We are nearing the end of the school year and we are acutely aware that we have not seen some of our children since the school closures in March. We feel that it is important to give every child the opportunity to say goodbye and mark the ending of the school year with a few of their friends in school. Therefore, we would like to invite your child into school for a 'Transition Meeting' in order to say goodbye to some of their friends and the current class teacher. Next year's teacher will be there to meet with your child and answer any questions about next year. It will also be an opportunity to collect books, work and any belongings that were left behind during the school closures. Children will not be required to wear school uniform.

It is your choice as to whether or not you accept this invitation, these are uncertain times and we understand that some parents will not feel comfortable with their child attending. All children will receive a personal goodbye card from their teacher regardless of whether or not they attend the farewell meeting.

To keep children safe, we are inviting a maximum of 13 children in at any one time to allow us to ensure social distancing. Our risk assessment is available under the 'Covid 19' tab of our school website if you would like more information about how we will be keeping children safe when they are in school.

If you wish for your child to attend, please complete the 'Transition Meeting' form that is attached to this email and return to the school office via email. If you need to visit the office to collect or drop off a paper form, please call first and you will be allocated a time slot.

In order to keep all children and staff safe as they attend their Transition Meetings, we ask that you arrive promptly at the arrival and departure times indicated at the bottom of this letter and follow the safety measures detailed on the 'Transition Meeting Attendance Form'

We are looking forward to seeing you all again soon.

Miss O'Connor and Mrs Clarke

Assistant Head Teachers

Date:	
Arrival Time:	Departure Time:
Gate Number:	Classroom:

