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24th September 2018.

Dear Parents,

Following our parents meeting to discuss your child's transfer to Secondary School in September 2019, I am writing to let you know about 2 drop in sessions in school.

Staff will be on hand to answer any questions and these sessions will be held in our ICT suite. They are designed to allow parents who do not have internet access to complete their applications or to assist any parent who has questions or would like help with their application.

The sessions are;

Tuesday 2nd October 3.30pm – 4.30pm

Monday 8th October 9.15am – 10.00am

If you would like us to help you with your application you should first have discussed with your child your choices and bring along to the session a list of schools that you wish to choose in order of choice.

In order to complete your application you will also need a current e-mail address for which you know the password.

If you have any questions in the meantime, please come in to the office and I will try to help.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Clare New'.

Clare New.