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15th March 2021

Dear Parent/Carer,

Every year our school attends the 'Secondary Transfer Information Sharing Day'. This provides us with the opportunity to meet with secondary school staff to discuss children who may require a carefully planned transition and those who have Special Educational Needs. Due to the current circumstances in relation to COVID-19, this day is unlikely to go ahead this year.

In order to enable us to continue to make the best transition arrangements for our child we share information on a confidential basis to relevant members of staff in your child's new secondary school. The school has a legal duty to make suitable provision for children who have Special Educational Needs or require a carefully planned transition and we will be using 'public task' as the basis for sharing this information as it is necessary to assist the continuation of your child's education.

Why is it important for us all to share information about your child with their new school?

It is important because you as parents and carers have a wealth of knowledge and understanding about your child's learning and development, particularly their strengths and differences and their aspirations. This helps your child's new secondary school to ensure any support is in place for when your child joins them in September. It also ensures that they are aware of any worries you and your child may have.

Every child is unique and requires personalized support to reach their full potential. By sharing information with your child's new secondary school you are providing the very best opportunity for your child's needs to be met as they start this new and exciting phase in their life.

Should you have any questions, please contact the school office.

Yours sincerely,

Clare New.

Head Teacher: Ken Johnson
Deputy Head: Leona Baffour

