

21st May 2024

«Contact__Title» «Contact__Forename» «Contact__Surname»
«Address_Line_1»
«Address_Line_2»
«Address_Line_3»
«Locality» «Town» «County»
«Postcode»

Dear «Contact__Title» «Contact__Surname»

Student - «Forename» «Surname»
One to One Meeting - «Date»

Please find below your appointment time for your meeting to discuss the transfer to Springwood High School for «Forename» in September who will be in the «House» House, Tutor Group «Tutor_group». This meeting is to give you and «Forename» the opportunity to find out more about the school and to meet some of the staff.

At the one to one meeting you will be given a welcome pack that will include the following: -

- Home School Agreement – to be signed by the Child and the Parent/Guardian – then left in school please
- Parent/Guardian 2024-2025 Welcome Booklet
- Student Year 7 2024-2025 Welcome Booklet
- Information regarding school uniform and the collection dates/times
- English task, Maths task and a Let's Get to Know You! sheet all to be completed during the Summer holidays and brought into school on Wednesday 4th September
- A letter inviting Parents/Guardians into the school for a Year 7 Parents Welcome Evening on Wednesday 4th September
- Music Events Calendar 2023-2024.

Your appointment is as detailed below and will be for 15 minutes: -

«Date»	«Time»	Sixth Form Hub
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If you have any queries, please contact me on classof2029@springwoodhighschool.co.uk
Please bring this letter with you to the meeting and we look forward to meeting you and «Forename».

Yours sincerely



Mrs R Davies-Mays
Assistant Headteacher, Head of Year 7
01553 778092

Mrs C Isle
Pastoral Manager for Year 7
01553 778092

