



The Kingswinford School

A part of the Windsor Academy Trust

Headteacher: Mr T Macdonald, BA Hons, MA

Our Ref: JD/pg

Letters for staff / Transition 2018

Friday 4th May 2018

Dear Parents/Carers

Primary Transfer and Transition 2018

Welcome to The Kingswinford School and we hope that over the next few weeks you and your child have every opportunity to get to know more about our school, Windsor Academy Trust and what we offer during the secondary phase of education.

In order to prepare for September, we need information to enable us to compile our student data base so please can you complete the enclosed forms and return to us in the envelope provided at your earliest convenience, either by hand or post.

Please make a note of the following dates:

- Tuesday 3rd July **and** Wednesday 4th July 2018 – 8.45 am until 2.45 pm
Induction Days at The Kingswinford School
Students will:
 - Meet Form Tutors and House Leaders
 - Become familiar with the layout of lessons and school processes
 - Undertake sample lessons
 - Get to know staff and other students

During Induction Days, students are expected to wear their primary school uniform, bring basic school equipment and their trainers worn for PE at primary school. Students can either bring a packed lunch or they will be able to purchase a hot or cold meal, together with a drink for £2.50. Should your child be eligible for Free School Meals, then please let us know.

- Tuesday 3rd July – 6.00 pm – 7.30 pm
Year 7 Induction Evening for Parents/Carers:
Parents/Carers are invited to:
 - meet staff
 - meet their child's Form Tutor and House Leader
 - gather information and ask any questions(Students are welcome, if they wish, to accompany their parents/carers).

If you have any concerns, please do not hesitate to contact our school reception who will put you in touch with one of the Transition Team within school who will be happy to answer your questions. Thank you in anticipation for your support and help.

Yours faithfully

Mr T Macdonald
Headteacher

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Place of registration: England

