



**Manor Hall**  
Academy Trust

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Headteacher: Sarah Latham

Dear Parents

You are receiving this letter because your child is now in Year 4 and we need to begin to think about transition from primary to secondary education.

I would like to invite you into school for a meeting to discuss the process and answer any questions you may have.

The meeting will be on 26<sup>th</sup> May at 2pm in the Family Hub at school and we will be joined by our family support team who will also be on hand to give guidance.

Please don't worry if you cannot attend the meeting; I will put all information on the school website under a transition section and you can contact me directly at school if you have any questions.

I look forward to seeing you on Thursday 26<sup>th</sup> May.

Kind regards

Helen Summers  
Lead of Teaching and Learning and Upper School Lead