

16th September 2021

Dear Parent/Carer,

I am writing to invite you to the Year 7 Settling in Evening on Thursday 23rd September. The event will take place from 3.30 pm until 6.00 pm and will be by appointment with your son or daughter's form tutor. Please let your child know the time that is best for you and they will be able to book time slots with the relevant staff.

The event will give you the opportunity to discuss how your child has transitioned from Key Stage 2 to 3 and a chance to discuss any concerns you may have. As the Head of Year 7, I will also be available during the event, as will Jenna Preston, the Assistant Head of Year and members of senior staff. Learning Support staff who work with Year 7 will be available to speak to you throughout the evening alongside members of the special needs teaching staff.

Should you have any queries, please contact me or Jenna Preston at school in the usual manner.

Yours faithfully,



Mr Howden
Head of Year
darren.howden@st-michaels.sandwell.sch.uk



Jenna Preston
Assistant Head of Year, Transition, Behaviour
& Refocus
jenna.preston@st-michaels.sandwell.sch.uk

Headteacher: **Mrs J Gray, MSc, NPQH**

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