

Embed confidence; fuel ambition.

March 2024

Dear Parent / Carer

I am delighted to learn that your child has been offered a place in Year 7 at Lawnswood School. I would like to take this opportunity to welcome you to the Lawnswood School community and I am looking forward to getting to know you. Our aim between now and September is to work with you and your child's primary school to ensure they have a successful transition from primary to secondary school.

Given the demand for places at Lawnswood School, please confirm your child's place, as soon as possible, by telephone or email to [rhian.speight@elawnswood.co.uk](mailto:rhian.speight@elawnswood.co.uk) If you wish to decline the offer, we will require this in writing either by email or by letter; please let us know the reasons. They can then be withdrawn from roll and an offer made to the next child on our waiting list.

In this pack you will find our information booklet that covers lots of key details, e.g. around the timings of the day, equipment and uniform suppliers. Please do read it carefully with your child – it's always an exciting thing to share, as they learn more about life at Lawnswood. Also included, is a yellow data collection form; it is essential that these are returned by **Friday 26 April** so that we can update our school systems with your child's emergency contacts, medical and dietary information ahead of their induction days.

Our induction days are scheduled for students on **Tuesday 2 July and Wednesday 3 July**, when your child will spend two days at Lawnswood School between **9.00am and 2.30pm**. On these days, they will get to meet their new form, their tutor, take part in some team building activities and have a chance to explore the school. Nearer the time, we will write to you again with more details about the day, as well as an invitation for an individual meeting and tour of the school in the final term.

We are also holding a Parent/Carer Induction Evening on **Tuesday 2 July from 6.00pm to 7.00pm**. This is an opportunity for you to visit the school with your child and meet their tutor, pastoral teams and senior leaders. We have a school sustainability uniform shop (operating on a 'pay as you feel' basis) that will be open on the evening, as well as representatives from our uniform suppliers, so there will be a chance to purchase/and/or order uniform.

Our school website ([www.lawnswoodschool.co.uk](http://www.lawnswoodschool.co.uk)) also enables you to learn more about life at Lawnswood School to help you and your child prepare to be part of our school community. In the meantime, I am pleased to welcome you and your family to our school and look forward to meeting you in the summer.

Yours faithfully



Mrs J Bell  
Headteacher

## Transition checklist:

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- Confirm my child's place at Lawnswood: phone the school or email [rhian.speight@elawnswood.co.uk](mailto:rhian.speight@elawnswood.co.uk). If you decide to decline the place, you must let us via the email address above.
- Fill in the data collection sheet and return to Lawnswood School by **Friday 26 April**. You can drop it off at reception or post it FAO Rhian Speight, PA to SLT
- Read through the information booklet with your child.
- Look out for an update letter in May that will outline further details of our induction days and also invite you for a 1:1 individual tour of the school with your child.
- Induction days: **Tuesday 2 July and Wednesday 3 July**
- Parent/carer/student induction evening: **Tuesday 2 July (6.00-7.00pm)**
- Order uniform (we recommend waiting till summer term at earliest to account for growth!)
- Look out for a final update letter in July that confirms the start times/dates for September. It is likely to be Tuesday 3 September for Year 7, but we will confirm nearer the time.
- **Get in touch with any worries, questions or information that you feel is important to discuss – we can arrange call backs or in person meetings with relevant colleagues early in the summer term.**