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March 2024

Dear Headteacher

### **RE: Transition to Farlingaye**

We will shortly be sending letters/emails to the parents of your Year 6 students transferring to Farlingaye in September. A list of students and a copy of the letter is attached.

The letters contain appointments for the parent/student interviews, information about the New Intake Day and Parents' Evening and Admission Forms. We will be holding the interviews at Farlingaye and this is detailed in the letter to parents.

To help us get to know each student quickly, and to enable us to be aware of any potential difficulties or concerns, **kindly arrange for the online Transition Form below to be completed and submitted by Friday 26<sup>th</sup> April**. You should have received an email with the link and a QR code is below. Please ensure you have details of Pupil Premium, SEN status and any Interventions for each student to hand, as these are required on the form. If you have more than one student coming from your school, you will also be asked to provide information about which students should not be placed together.



*Farlingaye Transition Information form*

<https://forms.office.com/r/y4Em00B54y>

### **New Intake Day – Monday 1st July 2024**

New Intake Day begins is when we will welcome all potential students to Farlingaye. The day begins at 9.30am and parents should bring their child to Reception from 9.15am, where they will be welcomed by Year 7 pastoral staff and senior teachers. The day ends at 2.30pm and parents should collect their children from the Reception area at that time.

We would appreciate receiving the Pupil Educational Records on 1st July, or before the last week of term. If you have any information concerning Safeguarding this should be sent for the attention of Claire Hankers, Safeguarding Manager.

If you have any other questions or concerns, please do not hesitate to contact me at the school.

Many thanks for your help.

Yours faithfully,

A handwritten signature in black ink that reads "Toby Read". The signature is written in a cursive style with a small dot at the end.

**Mr Toby Read**

Assistant Headteacher

[tread@farlingaye.suffolk.sch.uk](mailto:tread@farlingaye.suffolk.sch.uk)