HSE - March 2018

Dear Parent/ Carer,

**WELCOME TO BEDFORD FREE SCHOOL**

We are delighted that you have chosen Bedford Free School for the next step in your child’s education.

We do not wait until September to get to know you, so that being said, I would like to let you know of some important dates coming up.

**One-to-one Transition Meetings**

As a small school we are proud that **EVERY child that joins us has an extended, personal one-to-one meeting with a member of the school staff in the summer term**. We will endeavour to make the appointment on a date that is convenient for you. We will run these on **Thursday 24th May, Thursday 7thJune and Thursday 14th June from 5.00pm to 7.30pm.** Please indicate your preferred date and time on the reply slip attached. We will endeavour to accommodate you at the time requested. On that same visit there will be anInformation Presentation given by The Head of School.

**We will write to you with the appointed time nearer the time**.

**Other Events**

In addition to these events we will also be inviting you and your child to a **“Meet your Tutor” information evening, Wednesday 27th June**, and your child on their own for a **Transfer Day, Thursday 28th June.**

We will give you more information about these nearer the time and regularly write to you, either by post or email as well, to keep you up-to-date on events and other developments. If you haven’t already done so, you can keep track of our school life via our Facebook & Twitter accounts, found at [www.facebook.com/bedfordfreeschool](http://www.facebook.com/bedfordfreeschool) and [www.twitter.com/bedsfreeschool](http://www.twitter.com/bedsfreeschool) Information updates are also regularly placed on our website [www.bedfordfreeschool.co.uk](http://www.bedfordfreeschool.co.uk)

We will liaise with your child's current school in order to obtain academic and other information about them so that we can manage their transition as smoothly as possible.

In order to ensure your details are fully up to date on our system we would be grateful if you could read the enclosed information carefully, complete and **sign all necessary reply slips and return to us in the envelope provided by April 21st.**

In some instances, we now contact parents using telephone, text messaging and email.

We know how important it is for families to choose the right school for their child. Being a smaller school, we believe we can give students and their families more personal care and attention, particularly during the transition from Year 6 into Year 7.

If there is anything that you would like to tell us before we formally begin to meet with you, or if you have any queries or concerns at all, don’t hesitate to contact me in writing, by emailing hsexton@bedfordfreeschool.co.uk, or if you prefer you may call me at school on 01234 332278.

Yours sincerely,



Heather Sexton

**Pastoral Leader for Year 7 & Admissions**

hsexton@bedfordfreeschool.co.uk

**Please complete and return:**

**One to One Meeting:**

I would like to attend the following One to One Meeting evening (appointments will start from 5pm):

|  |  |
| --- | --- |
| Thursday 24th May\* |  |
| Thursday 7th June\*  |  |
| Thursday 14th June\* |  |

\*We will endeavour to do our best to accommodate you on the evening of your choice but this may not always be possible.

|  |  |
| --- | --- |
| I would like to meet with the SENDCO  |  |

I am unable to attend any of these dates & would like to meet at another time (please suggest convenient times below):

 Any additional information you think we should know:

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