



Date: May 2024

Dear Parent/Carer,

We work closely with Year 6 teachers to ensure we have the necessary information about your child to help them continue their learning in secondary school. However, we would also like to provide you with the opportunity to share any information that *you* would like us to know about your child.

We invite you to complete a short form via this [link](#) by Friday 30th June 2024 please.

Appropriate confidentiality will be observed for any sensitive information, although this can also be discussed in more detail in a meeting, or on the telephone.

Please do not hesitate to contact us should you have any further questions regarding your child's transfer to Lawn Manor Academy; Becci Benson can be contacted by phone on: 01793 427759 (Mon-Thurs), or by email at: transfer@lma.ascendlearningtrust.org.uk

Yours sincerely

Marek Koza

Assistant Headteacher

Becci Benson

Transfer & Inclusion Coordinator

Lawn Manor Academy – Inspiring and Creating Futures for All

