



FEDERATION

The Grinling Gibbons and Lucas Vale Federation
Executive Headteacher: Mrs. Lesley Jones

Monday 11th May 2020

RE: Secondary Transfer

Dear Parent/Carer,

Every year our school attends the 'Secondary Transfer Information Sharing Day'. This provides us with the opportunity to meet with secondary school staff to discuss children who may require a carefully planned transition and those who have Special Educational Needs. Due to the current circumstances in relation to COVID-19, this day is unlikely to go ahead this year.

In order to enable us to continue to make the best transition arrangements for your child we need your permission to share information on a confidential basis to relevant members of staff in your child's new secondary school. If you **DO NOT** want us to share information, please return the slip to below to school by **Friday 8th May 2020**. THIS FORM CAN BE RETURNED BY EMAIL TO THE SCHOOL.

Why is it important for us all to share information about your child with their new school?
It is important because you, as parents and carers, have a wealth of knowledge and understanding about your child's learning and development, particularly their strengths and differences and their aspirations. This helps your child's new secondary school to ensure any support is in place for when your child joins them in September. It also ensures that they are aware of any worries you and your child may have.

Every child is unique and requires personalised support to reach their full potential. By allowing us to share information with your child's new secondary school you are providing the very best opportunity for your child's needs to be met as they start this new and exciting phase in their life.

To return the form electronically or should you have any questions, please email:
admin@ggibbons.lewisham.sch.uk.

Yours Sincerely,

Miss Lydia Evans
SENDCo

I DO NOT give permission to share relevant information about my child's learning, strengths, differences and aspirations with members of staff from the secondary school my child will be attending.

Name of child: _____

Parent/Guardian: _____