

Enquiries to: School Admissions
Phone: 020 8891 7514
Email:
Richmond.admissions@achievingforchildren.org.uk

To parents/carers of children in year 5

12 July 2016

Dear Parents/Carers

Transfer to Secondary School 2017

Your child is due to transfer to secondary school in September 2017 and information about how to apply for a school place will be published in the Admission to Richmond's Secondary Schools 2017 brochure which will be given to your child on their return to school at the beginning of September. The brochure will also be available on Richmond's website from 1 September and can be accessed at www.richmond.gov.uk.

We are holding two information meetings to explain to parents the process of applying to secondary schools and to answer any questions. You are welcome to attend either of these meetings.

Thursday 15 September at 1.00pm at York House, Richmond Road, Twickenham, TW1 3AA

Tuesday 20 September at 6.30pm at York House, Richmond Road, Twickenham, TW1 3AA

A representative from the School Admissions team will talk through the application process step by step and parents will have the opportunity to ask questions. It is anticipated that each meeting will last approximately one hour.

If you are unable to attend either of these meetings, you are welcome to telephone the School Admissions office on 020 8891 7514 to discuss any queries about your child's application.

Yours sincerely

Julie Mottershead

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Deputy Head of Admissions