

2nd May 2025

Dear Parent/Carer

I am delighted to learn that your child/children have been allocated a place at Codsall Middle for September 2025. Each year I try to ensure that the transition from year 4 into year 5 is as stress free and painless for both parents and pupils alike. However, I am aware that you will already have a lot of questions that you need answering.

Therefore, I would like to invite **parents/carers only** to a 'Welcome and Next Steps' meeting. I would request that where possible your child/children **do not** attend as I will be visiting them in their yr4 classrooms in the following weeks.

The meeting will be on **Thursday 15th May 2025 at 5.00pm**. Due to seating could I request that where possible 1 member of the family attends, to reserve a seat could you please email me at the following address st@codsall-middle.staffs.sch.uk stating how many seats you will require?

Additionally, another date for all your diaries will be **Thursday 26th June at 5.00pm** when I will be doing a follow up meeting after your child's first transition day. This will also be available for you to book at the above address. This meeting gives you the opportunity to meet your child's form tutor and ask any further questions about September.

Should you have queries that cannot wait until Thursday 15th May please feel free to contact me at st@codsall-middle.staffs.sch.uk and I will do my best to answer any queries.

Dates for your diary:

- Thursday 15th May at 5.00pm - Next steps meeting (Parents/Carers only)
- **Wednesday 25th June at 8.20am - first transition day**
- Thursday 26th June at 5.00pm - Transition parents meeting
- **Wednesday 2nd July at 8.20am - second transition day**
- Summer camp group 1 - Monday 21st and Tuesday 22nd July at 9.00am
- Summer camp group 2 - Wednesday 23rd and Thursday 24th July at 9.00am
- Start of Term Tuesday 2nd September 2025

I am looking forward to meeting you in the near future.

Yours sincerely
S Deas

Sally Deas
Assistant Headteacher