

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 on **Thursday 15th May at 5.00pm**. (I would request that where possible your **child does not** attend as I will be inviting them to join me at an additional meeting).

Due to seating could I request that where possible only 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?

In addition to the above meeting, I would like to invite your child to come and meet myself at Codsall Middle School on **Wednesday 21st May at 4.30pm**, (you are also more than welcome to stay). I will be discussing with them what will happen on their transition days. I'm looking forward to meeting your child and putting faces to names. However, again could I ask that if you would like to attend this meeting that you send me a email to st@codsall-middle.staffs.sch.uk

If this date and time is not convenient for you, but your child would still like to meet with me, you can contact me by email with an alternative date/ time and I will do my very best to accommodate you.

Additionally, another date for all your diaries will be **Thursday 26th June at 5.00pm** when I will be doing a follow up meeting, following your child's first transition day. Both you and your child can attend this meeting, but please book a seat using the email above. 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 via email at the email above 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 21st May at 4.30pm – Invite to meet Mrs Deas
- **Wednesday 25th June 8.20am - first transition day**
- Thursday 26th June at 5.00pm - Transition parents meeting
- **Wednesday 2nd July 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