



**Mrs Liz Lord BEd** Head of Pre-Prep  
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15<sup>th</sup> September 2017

Dear Parents,

Firstly, I wanted to say a very warm welcome to the Pre-Prep to all parents of children new to the school and I hope the transition for you all has been a smooth one. Writing this letter at the end of our first whole week, I can look back on a week of purposeful and busy activity. The children have settled well into their new routines and will undoubtedly have been exhausted by so many new things. The children have started the new school year with enthusiasm and have been happy both at work and play.

During the week of 25<sup>th</sup> September you are invited to make an appointment with your child's class teacher to discuss your child's transition to the Pre-Prep. It will also be an opportunity for you to discuss routine and raise any questions that you may have. On Monday 18<sup>th</sup> September, Mrs Goode and Mrs Moon will put up a list of appointment times in the Reception classroom for parents of children in Reception, please sign up for a convenient time.

Appointments will take place in your child's classroom and entry to the Pre-Prep is via one of the gates on Castle Hill. Unfortunately, we are not able to provide crèche facilities for your child or their siblings during your appointment time, so please arrange for someone to look after them. Of course, Phoenix Club is available for children in the school.

If you are unsure about any of these arrangements please do not hesitate to have a word with your child's class teacher.

Yours sincerely,

A handwritten signature in black ink that reads 'Liz Lord'.

Liz Lord  
Head of Pre-Prep