

September 2022

Dear Parents and Carers

### Transfer to Guillemont Junior School – September 2023

We hope you have had a restful summer break and have settled back into your new term.

In order to have ample time to organise a smooth transfer of children between infant and junior schools, the liaison process between Guillemont and its partner schools begins this term. The Local Authority, **not Guillemont**, sends all parents and carers a letter giving details of how to apply online for a place at Guillemont. This letter will be sent via your child's current infant school. Once the letter arrives, parents and carers are asked to make an application for September 2023 by **midnight on Sunday 15<sup>th</sup> January 2023**.

There are 90 Yr3 mainstream places available for 2023. The Local Authority also place 4 children in our Resourced Provision for children with speech, language and communication needs (SLCN). This gives the published total places as 94, 90 mainstream plus 4 children in the Resourced Provision.

Guillemont and local infant schools work closely together throughout the year to ensure continuity and progression in the education of the children who transfer. A full liaison programme and feeling of trust has been developed between our schools over previous years.

Once the admissions deadline has passed, admissions will be prioritised according to the admissions policy. A copy of the admissions policy is available on our website. Parents and carers who name Guillemont as their first preference school will be informed if they have a place on **Monday 17<sup>th</sup> April 2023**.

### The Local Authority does not allow multiple applications to more than one junior school.

We would like to offer you an invitation to visit our school for a New Parents' Evening on Thursday 29<sup>th</sup> September 2022 at 7pm in the school hall to hear about the school, the curriculum, meet some of the staff and make a tour of the Yr3/Yr4 classrooms. Children's work from our current Yr3 will also be on display. This meeting is intended for **parents and carers only** as your children will have an opportunity to visit the school on the open mornings. Due to fire regulations we have to limit numbers in our hall, so please only a maximum of two adults per family.

In addition, we are also holding three open mornings on Monday 3<sup>rd</sup> October 2022, Wednesday 5<sup>th</sup> October 2022 and Friday 7<sup>th</sup> October 2022 between 9am and 12pm for you to come and see the school working normally. Please indicate on the reply slip which time slot you would like to book. Your child may accompany you if you wish. Parents and carers are asked to report to reception on arrival to the school.

If you are unable to attend the new parents' evening or any of our open mornings, visits to the school on alternative days may also be possible; parents and carers should ring the school office to make an appointment.

I would be grateful if you could complete and return the slip on the separate sheet indicating the session you would like to attend. We will be limiting the number of parents and carers visiting at any one session to ten and this will be split into two groups of five. We will only inform you if the timeslot that you have chosen is full. Please note we are unable to accommodate pushchairs on any of our visit days, however, they can be left in the office while you are being shown round.

Please note that you can either return the paper slip by hand or post or, if it is more convenient, please email your reply to [d.thomas@guillemont-jun.hants.sch.uk](mailto:d.thomas@guillemont-jun.hants.sch.uk).

The school revised prospectus will be available on our website [www.guillemont.org.uk](http://www.guillemont.org.uk) before the end of September 2022. The website also contains useful information.

We are looking forward to the beginning of our partnership with you and your children.

Yours sincerely



Mr D Foster  
Headteacher

## To the school office

Child's Name \_\_\_\_\_

Current School \_\_\_\_\_

Please complete the section below by ticking the appropriate box(es)

I/We will attend the New Parents' Evening on Thursday 29<sup>th</sup> September 2022 at 7pm ☐

I/We will bring our child to visit the school on Monday 3<sup>rd</sup> October 2022.

|               |                          |
|---------------|--------------------------|
| 9.00-9.30am   | <input type="checkbox"/> |
| 9.30-10am     | <input type="checkbox"/> |
| 10.30-11am    | <input type="checkbox"/> |
| 11.00-11.30am | <input type="checkbox"/> |
| 11.30am-12pm  | <input type="checkbox"/> |

I/We will bring our child to visit the school on Wednesday 5<sup>th</sup> October 2022.

|               |                          |
|---------------|--------------------------|
| 9.00-9.30am   | <input type="checkbox"/> |
| 9.30-10am     | <input type="checkbox"/> |
| 10.30-11am    | <input type="checkbox"/> |
| 11.00-11.30am | <input type="checkbox"/> |
| 11.30am-12pm  | <input type="checkbox"/> |

I/We will bring our child to visit the school on Friday 7<sup>th</sup> October 2022.

|               |                          |
|---------------|--------------------------|
| 9.00-9.30am   | <input type="checkbox"/> |
| 9.30-10am     | <input type="checkbox"/> |
| 10.30-11am    | <input type="checkbox"/> |
| 11.00-11.30am | <input type="checkbox"/> |
| 11.30am-12pm  | <input type="checkbox"/> |

The SENDCo will be available to speak to at the New Parents' Evening and the three open mornings.

Contact Number (if necessary) .....

Name of Parent/Carer .....

Signed.....