

March 2021

Dear Parent/Carer

Firstly, we hope that you are well and managing under these difficult and unprecedented circumstances. We are delighted that your child will be joining the Marriotts family in September. Secondary transition can be an anxious time in itself and we know that this must be a time of great uncertainty for «Forename».

We will be keeping in touch with you, with updates about the transition plans for this year and will communicate with you regularly, sharing relevant information, until your child joins us in September.

After the Easter holiday, we will have all your contact information transferred from your Primary School on to our system, and will be able to communicate with you through Schoolcomms and School Email. This, of course, will be much easier moving forward.

At the end of April, we will be sending home documentation that will need checking / completing and sending back to us. We will supply a stamped address envelope, so you can send this back by post. This process will ensure that we have the correct data showing for your child along with medical and emergency contact details. It is therefore vital that it is completed and sent back by return.

For now, we hope you are managing at home and school and keeping safe, fit and well.

Mrs Anna Taylor, Assistant Headteacher leads on Secondary Transition and will be making sure you are aware of any updates as soon as we know them. If you have any questions in the meantime, please email Mrs Taylor, a.taylor@marriotts.herts.sch.uk.

Yours sincerely



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Headteacher



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In Partnership with:

