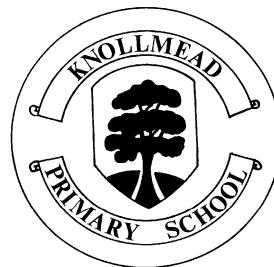


# Knollmead Primary School

Knollmead, Tolworth, Surbiton,  
Surrey. KT5 9QP  
Executive Headteacher: Mrs D Walls



Telephone: 020 8337 3778  
Fax: 020 8337 4650  
Email: admin@knollmead.rbksch.org  
Website: www.knollmeadprimary.co.uk

6<sup>th</sup> September 2017

Dear Parents/carers

## Transfer to secondary school 2018

As your child enters their final year at Knollmead, choosing the right school and a smooth transition process is vital in the next step of their education.

To support you with the application process, for your child's transfer to secondary school in 2018, we would like to invite you to one of two meetings (approximately 30 minutes each) in the school hall where we will outline key dates and information and provide you with an admissions booklet. We will be happy to help answer any questions you have regarding the transfer.

Please indicate whether you are able to attend and, if so, which of the two meetings you will come to. If you are unable to attend, please also indicate this and return the attached slip so we can organise delivery of the admissions booklet.

Many thanks,

Mr Tan  
Headteacher

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### Please tick one of the following options and return to the school office:

I am/we are able to attend the secondary transfer meeting in the school hall on Thursday 14<sup>th</sup> September at 9:00am

I am/we are able to attend the secondary transfer meeting in the school hall on Thursday 14<sup>th</sup> September at 2:50pm

I am/we are unable to attend either of the secondary transfer meetings on Thursday 14<sup>th</sup> September 2018

Signed \_\_\_\_\_ Name of child \_\_\_\_\_

