



Brookfields School  
Moorfield Road, Widnes  
Cheshire, WA8 3JA  
Tel: 0151 424 4329  
Fax: 0151 495 3460

Headteacher: Mrs Sara Ainsworth (Bed, Med, NPQH)  
Email: sec.brookfields@halton.gov.uk

Date: 26.9.18

Dear Parents and Carers

Many thanks for attending the Y6 transition meeting today. Please find on this letter an outline of the transition process and some key names and numbers for your reference.

### September 2018

Transition meeting at Brookfields.

Admissions booklet available online. Please go to Halton Borough Council to find (see instructions on next page or visit our school website for the link).

Time to visit other schools to identify preference.

### October 2018

Admissions booklets must be completed with preference (s) by 31st October 2018. This must be submitted to the Local Authority online.

Time to visit other schools to identify preference.

Education, Health Care plans to be published (if have not been already).

### November 2018

Annual reviews will take place. These form part of the transition process.

### January/February 2019

Final plans are sent out. These will name the identified school. It is at this point if you are unhappy with the school that you have been allocated you can follow the LA appeals process.

### Spring / Summer term 2019

Transition activities will take place for pupils at their new schools; this will be half/full day visits, communication passports and transition materials created / updated, staff will exchange information etc.

### Key Contacts:

Sara Ainsworth (Head), Emma Leach (Deputy), Louise Smith (Family Support Worker) ~ 0151 4244329

Karen Yates (Named SEN Caseworker for Brookfields School) 0151 511 8653

### Local Offer:

A really useful place to look for further information about schools and the local authority is to log onto the internet and visit Halton's Local Offer:-

<http://localoffer.haltonchildrenstrust.co.uk/>

If at any point you have questions or would like support with school visits, admissions form etc. Please do not hesitate to contact school. We are here to help you and your child through this next year.

Yours Sincerely

Sara Ainsworth

Headteacher



**To find the admissions form please follow these instructions.**

Go to Halton Borough Council website; [www3.halton.gov.uk](http://www3.halton.gov.uk)

Click on Education and Families icon

Click on Schools icon

Click on Admissions icon and then Primary / Secondary Schools option

In here you will find the admissions booklet and other information.

You can complete the form online or on paper.

**THIS MUST BE SUBMITTED BY 31st OCTOBER 2018**

**BEFORE COMPLETING PLEASE TAKE THE TIME TO VISIT THE SCHOOLS.**