



March 2024

TO THE PARENTS OF STUDENTS JOINING LYTCHETT MINSTER SCHOOL IN SEPTEMBER 2024

Dear Parents/Carers,

I am delighted that you have chosen Lytchett Minster School for your child.

What happens next?

1. Are you taking up your child's place at Lytchett Minster School?

If you have decided that you no longer wish to take up the place at Lytchett Minster School, please inform Dorset School Admissions as soon as possible so that your child's place can be allocated to another family. If you applied online, you can decline the place and give your reasons by logging into your admissions account. Alternatively you can email admissions@dorsetcouncil.gov.uk. You should not decline your place unless your child has secured a place at an alternative school, to avoid your child being without a school place in September.

2. Visit our Transition Hub at:

<https://www.lytchett.org.uk/parents/transition>

Here you will find some useful information about the school, including:

- timings for the school day
- policies
- uniform lists

3. Transition Programme

We shall do everything we can to make the transfer from primary to secondary school as smooth as possible. To this end, I would like to invite you to come to the school at **7.00pm** on the evening of **Monday 24th June 2024** (in the Gainsford Theatre) to meet the staff who will have direct responsibility for your child. *(Please note that this meeting is for parents only and new students should **not** attend).* You will be informed of your child's House at this meeting.

On **Tuesday 2nd July** your child will be coming here to look around the buildings, experience some taster lessons and to meet some of the students and teachers. Students will need to wear full school uniform (present school), bring writing equipment with them, a change of footwear (e.g. trainers), a waterproof jacket (if the weather forecast is poor) and a packed lunch. There will be a varied programme of activities, both academic and practical. Students should be dropped off at the Bus Stop area between 9.10 and 9.25am and collected from the Bus Stop at 3.00pm. Please note there is only a restricted amount of parking available on site during the day. Parents are advised to park off site, such as on the New Road and walk to the bus stop area. Please do not park in the Bus Lane.

Pupils with SEND will have the opportunity to visit the school prior to this and will be contacted by our SEND team to arrange the visit.

4. Complete an online admissions form

In early May, you will receive an email from us asking you to complete an online admissions form – please ensure that this form is completed by **Monday 3rd June 2024**.

Please note that all communication from the school will be by email. It is therefore essential that you provide a current working email address and keep the school informed of any changes to this. This letter has also been sent to you by email – if you have not received it, please contact the school office to inform us of your email address. If you do not have access to email, please contact the school office and we will arrange for paper copies of communications to be sent out to you.

If you have any queries, please do not hesitate to contact the school office on 01202 622413 or office@lytchett.org.uk.

Yours sincerely

A handwritten signature in black ink that reads "Andrew Mead". The signature is written in a cursive style with a long horizontal stroke underneath the name.

Andrew Mead
Headmaster