Dear Parents/Carers

**Re: Transition to new Class**

We hope that you are all safe and well! In preparation for the following academic year, Mayfield Staff have been working relentlessly to ensure that transition for all students is as smooth, positive and straightforward for all.

We would like to take this opportunity to inform you of your child’s new class arrangements and introduce you to your child’s new class teacher and teaching assistants.

|  |  |
| --- | --- |
| **Mayfield School Site:** |  |
| **Class:** |  |
| **Class Teacher:** |  |
| **Teaching Assistants:** |  |
| **Start Date:** |  |

Your child’s new class teacher will be contacting you before the end of this academic year to further introduce themselves, discuss transition information and ensure that any queries may be addressed as required.

To further support with transition processes, we would like to ask that you complete our **Individual Pupil Transition Questionnaire** as well as our **Annual Permission and Consent Forms.** We have enclosed all forms with this letter; however, you may also access electronic copies of forms as well as a link to the Individual Pupil questionnaire on [https://mayfield.eiat.org.uk/transition/](about:blank) under the ‘Class Arrangements 2021-22’ section.

**Can we please ask that all forms are being filled in and returned to school for the attention of ‘Stephanie Johnson’ by Wednesday 8th of September 2021.**

In the meantime, as part of preparing students with returning to school please don’t hesitate to access with your child virtual tour videos of Mayfield School on [https://mayfield.eiat.org.uk/for-parents-2/virtual-tours/](about:blank).

You may also access Student Transition Booklets showcasing key areas and facilities of each school site on https://mayfield.eiat.org.uk/transition/ Heathfield Road/Heathfield Road Site Facilities or https://mayfield.eiat.org.uk/transition/ Wheeler Street/ Wheeler Street Site Facilities.

If you have any queries regarding completing paperwork or require support with any issues, please don’t hesitate to contact school on 0121 809 2500 (Option 3) or email us in the following email address **transition@mayfield.bham.sch.uk.**

We are looking forward to welcoming all students back to school on Wednesday 8th of September 2021.

Many thanks for your continued support.

Yours Sincerely

Theodora Papaspyrou

Assistant Head Teacher (Wheeler Site)