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Headteacher: Mr P Hemmings MA

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March 2020

Dear *parent/carer name*

New Intake – September 2020

Re: *student name*

I am pleased to welcome you to Oakmoor School and look forward to working with you and your family during the next 5 years. You will have recently received confirmation that *student name* has been offered a place at Oakmoor School starting September 2020.

Changing schools is a big step and we have already built close working relationships with *teacher name* at *school name* to make this process as smooth as possible. Next term we will be spending more time in *school name* and as part of this process we will be speaking to *student name* to answer any questions that *he/she* may have. You will also receive an invitation from us to attend an information evening on Thursday 2nd July, where we will explain school systems and expectations and you will meet with the Headteacher, senior staff and the pastoral team. It is also an opportunity for you to ask any questions you may have. Following this, *student name* will be able to spend the day with us on Friday 3rd July, our New Intake Day.

I will write to you again during the summer term with details of these days.

In the meantime, if you have any questions concerning *student name's* place, please do not hesitate to contact me.

Yours sincerely

Miss K Lissoni
Assistant Headteacher