



# HITCHIN GIRLS' SCHOOL

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Headteacher: Mr J. E. Crowther

Ref: 209

24 May 2024

Dear Parent/Carer of our new Year 7 intake,

## Optional Event: opportunity to make an appointment with a member of the Transition Team

As part of our Transition process, we would like to make you aware of an optional event to meet with a member of our transition team for an in person appointment.

The team is currently in the process of meeting with Year 6 teachers, SENCOs and other key staff from all our feeder Primary Schools and this provides us with much of the key academic and social information about your child to enable us to make their transition to secondary school as smooth as possible.

However, we are aware that there may be other specific information about your child that you would like to discuss with us directly and, therefore, we are offering the opportunity to book an appointment on one of the following dates:

Friday, 7 June: 1.30pm-3.30pm

Monday, 10 June: 9.00am - 12.30pm

Friday, 14 June: 11.30am-12.30pm

Friday, 14 June: 1.30pm - 3.30pm

Appointments will be a maximum of 15 minutes and we would ask that your child does not attend.

Please complete this [form](#) by **Monday, 3 June** if you would like to make an appointment with one of the Transition team. In order to ensure that we direct you to the most appropriate member of staff for your appointment, please include some brief information about your query. We will then confirm an appointment time with you.

If you require any further information or for any other enquiries, please use our dedicated transition email address, [newintake@hgs.herts.sch.uk](mailto:newintake@hgs.herts.sch.uk) to contact us.

Yours sincerely,



Caroline Hone  
Associate Assistant Headteacher - KS2/3 Transition Lead