**SAMPLE LETTER TO ARRANGE A TRANSITION MEETING**

Contact details:

For the attention of:

• the SENCO/INCO

• and key person or Reception Teacher / EYFS co-ordinator

Date:

Dear …

We would like the opportunity to meet and discuss transition plans for

Name……………………………………. D.O.B…………………………

who will be transferring from

………………………………………. to …………………………………………… next term.

I would be grateful if you could contact me as soon as possibleso that we can arrange a mutually convenient time and venue to hold a supported transition meeting. We will invite the parent/carers to this meeting.

Yours sincerely

*(Sign and state position, for example INCO/ SENCO / MANAGER/reception teacher)*