



May 2021

Dear Parent/Carer

I am writing to introduce myself, as the Director of Learning for Year 7 from September 2021 and look forward to meeting your child and welcoming them into our school.

I shall be monitoring the Year 7 students' academic progress, wellbeing and behaviour and supporting them through their transition into secondary school and throughout their time with us.

During June I am offering appointments to meet with parents/carers, in order to discuss any specific concerns you may have regarding this new stage in their lives or anything you would like to make me aware of. I will be available every **Wednesday from 9 June to 30 June 2021** between **2.30pm and 4.30pm**.

If you would like to book an appointment, please contact Ms E Gallagher on 01323-872727 or email emmagallagher@seafordhead.org

Yours sincerely

Mrs L Kaukolahti
Director of Learning for Year 7

Seaford Head Academy Trust

Mr R Ellis, Headteacher

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