



Executive Head: Ashley Best-White  
Executive Deputy Head: Kirsty Anatola

Mill Lane Site, Horsford, Norwich, Norfolk, NR10 3ES  
Tel: 01603 897938  
Head of School: Tanya Kirton

Holt Road Site, Horsford, Norwich NR10 3DN  
Tel: 01603 898348  
Head of School: Nicola Owen

Email: [office@horsford.norfolk.sch.uk](mailto:office@horsford.norfolk.sch.uk)

17<sup>th</sup> July 2020

Dear Y2 parents,

We have been thinking of ways to try and make the transition for your child into Year 3 as smooth as possible. Hopefully you have received your child's report and seen the letter we sent out with it, which contains links to the transition video and parent guide which are on our Y2 transition tab on our website. By watching this the children will get a chance to see some of the main parts of Mill Lane and you can reassure them about coming in September.

On Friday 4<sup>th</sup> September, before the school re-opens on Monday 7<sup>th</sup> September to all year groups, we would like to invite your child to a session, in school with their class teacher. Only Year 3 would be in school. This would give your child an opportunity to find out how to start their day, which entrance and exits to use and where the toilets are. All the important things they will need for Monday 7<sup>th</sup> September. This is an optional session, but we hope your child will be able to attend.

**Details of the session on Friday 4<sup>th</sup> September:**

**The session will be from 9-10am.**

**Mr Siddy's class: Enter through Gate 1, near Butterfly Mill.**

**Mrs Pratt and Mr Patient's class: Enter through Gate 2 near the trim trail.**

The teachers will be waiting outside the gates to show you where to go. Unfortunately parents are not able to come onto the site and will need to socially distance from each other when they come to collect their child. The children will not need to bring anything with them but will need to wear uniform please. Please let us know by **1<sup>st</sup> September** by contacting the school office if your child is/ or is not going to attend on Friday 4<sup>th</sup> September. Please call 01603 897938 or email [office@horsford.norfolk.sch.uk](mailto:office@horsford.norfolk.sch.uk) so we can prepare.

Yours sincerely

Tanya Kirton  
Head of school