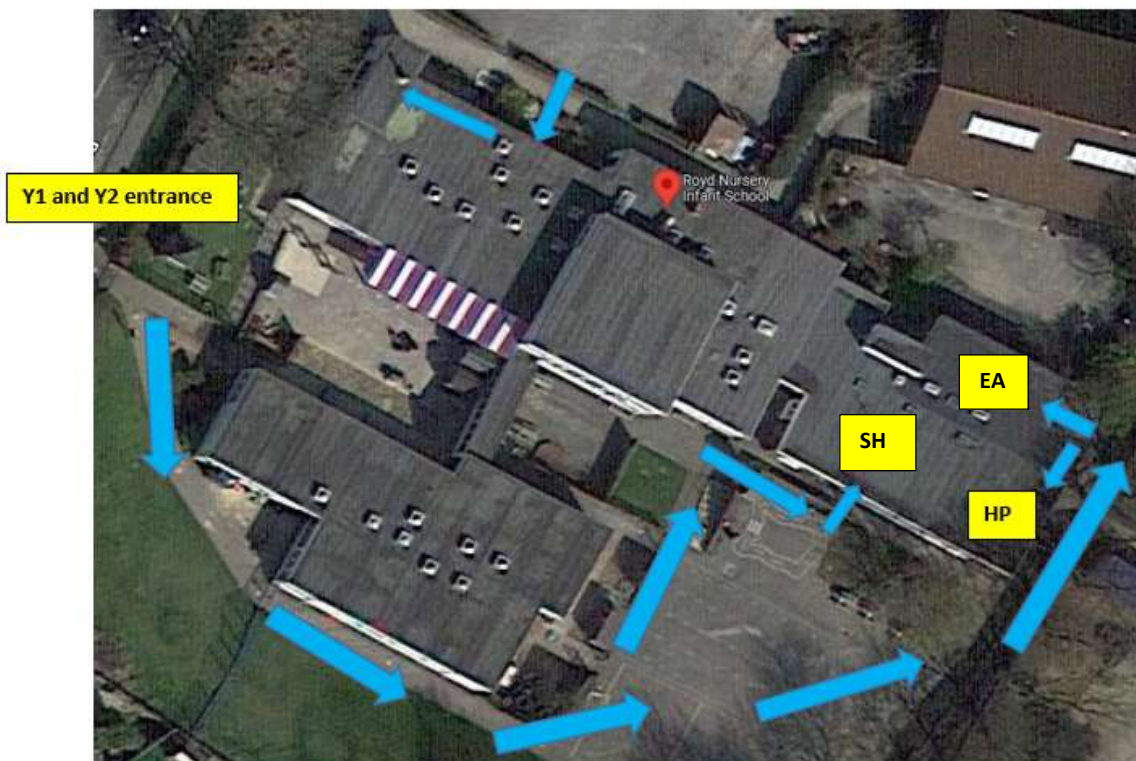


3 June 2024

Dear Parents/Carers

I am writing to inform you of the arrangements for your child's transition week commencing 24 June 2024. Children will be spending Wednesday 26 June, Thursday 27 June and Friday 28 June 2024 with their new teacher and staff and then return to their current class teacher on Monday 1 July 2024 until the end of the academic year.

There are three classrooms. On the image below Miss Stephanie Howes is coded as SH, Miss Hannah Payne is coded as HP and Miss Ellie Aldam is coded as EA. Children will need to arrive from 8.40am up to 8.50am and children need to be collected at 3.20 pm from the classroom door.



**Extra curricular clubs and breakfast and afterschool club**

Extra curricular clubs at Royd will run as normal. Please collect your child at the usual time. If your child attends breakfast and/or afterschool club the staff will collect them as normal.

**Medication**

Any medication such as inhalers and epipens will be taken to your child's new class on Tuesday 25 June ready for the Wednesday. These will be kept within the child's classroom in a safe place for easy access during the day and taken back to their current class at the end of the week. I have no doubt that they will enjoy their week.

Yours sincerely,



Louise Jones  
Executive Head



Sean Sly  
Acting Deputy Head