

**CHATER JUNIOR SCHOOL**  
**Addiscombe Road, Watford WD18 0WN**  
Email: admin@chaterjm.herts.sch.uk  
Telephone: 01923 446686  
Web site: www.chaterjm.herts.sch.uk

**Headteacher: Mrs Kim Olyett**



9<sup>th</sup> September 2019

Dear Parent

**Re: Thursday 19th September 2019 at 3.30pm**  
**Secondary School Transfer for September 2020**

Secondary School Transfer is an important event in your child's education. To assist you with the procedures, the school will be holding a meeting for Year 6 parents on **Thursday 19<sup>th</sup> September at 3.30pm** in the school hall. **It is very important that you attend.** By coming and listening, you can avoid problems later in the year.

Please see the guide "Secondary Transfer 2019" attached. It gives full details about how to apply for a secondary school place.

Yours sincerely

Mrs K Olyett  
Headteacher

✂-----

**To: Mrs Olyett**

**Child's name .....** **Class .....**

- I will be able to attend the Secondary School Transfer meeting on Thursday 19<sup>th</sup> September.
- I will NOT be able to attend the secondary school transfer meeting.

(Please tick the appropriate box above and return to your child's teacher).

Signed ..... Parent/carer

