



Twyford  
C of E  
High School

Thursday 29<sup>th</sup> June 2023

Dear Parents and Carers,

**Re: Invitation to the Transition Meetings**

I am delighted to invite both you and your child to a short interview with a senior member of staff, during which we hope to ensure that your child will have a positive and successful transition to Twyford.

The times of the interviews are as shown below. Please make every effort to attend with your child at the time indicated, **by the first letter of your child's 'legal' surname:**

Monday 3 <sup>rd</sup> July 2023	
INITIAL OF SURNAME	TIME
A – B	2:30
C – Di	3:00
Do – G	3:30
H	4:00
I – J	4:30
K	5:00

Tuesday 4 <sup>th</sup> July 2023	
INITIAL OF SURNAME	TIME
L – Mi	2:30
Mo – O	3:00
P	3:30
R – S	4:00
T – Wa	4:30
We – Z	5:00

Interviews will take place in the Library/Learning Resources Centre (LRC) in the William Mudge Block (the building immediately to the left of the Elms Office Building when standing at the main gate). Please note that **there is no parking on or in the surrounding areas of the school site (including Twyford Crescent and Twyford Avenue). Due to over-subscription in the year group, parents and carers may not be able to be seen on-time and there may be a waiting period.** Pedestrian entrances are via the Sports Hall entrance (off the Uxbridge Road), and the main school gate on Twyford Crescent.

**Required Documentation for Induction**

Please find a list of the following online documents required to be completed your child's enrolment for September 2023:

- Twyford School Agreements: [School Agreements](#)
- Longridge Activity Centre permission slip: [Permission Slip](#)
- Music Instrumental & Vocal Tuition application form (if relevant to your child): [Application Form](#)

If you haven't already declared your child's additional needs through the Emergency Contact & Welfare Profile, please advise us of this at the interview so we can be as prepared as possible to meet their needs before the beginning of the Autumn Term. If you have already supplied admissions with recent, relevant professional reports concerning your child, such as occupational therapy, speech therapy, educational psychology, specialist teacher, CAHMS etc., you will not be required to bring

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**Twyford Church of England High School**

Twyford Crescent | Acton | London | W3 9PP | t: (020) 8752 0141 | f: (020) 8993 7627

e: [office@twyford.ealing.sch.uk](mailto:office@twyford.ealing.sch.uk) | w: [www.twyford.ealing.sch.uk](http://www.twyford.ealing.sch.uk)

them to the meeting – **otherwise please do not forget to bring a copy of any relevant reports to your scheduled meeting.**

### **Welfare & Medical Requirements**

**Following to the completion of the Emergency Contact & Welfare Profile, you will have needed to declare your child's medical conditions (if any).**

Regardless of the severity of your child's condition or medical needs, we require your child's medicine on-site on the first day of school. All medicine must be clearly marked with the chemical labelling of the prescription including a valid expiry date. If your child suffers from asthma we require an inhaler on-site **as well as a spacer** (even if your child does not usually use one). I should like to mention that we are unable to provide your child with common pain medication (i.e. Paracetamol and/or Nurofen) – the School is only able to supervise the administering of prescribed medication from your child's GP.

Epi-pen users **MUST** supply the Welfare Office with two, valid and chemically labelled epi-pens per child. One will be kept in Reception, the other in the Welfare Office. We strongly recommend epi-pen users who suffer severe symptoms to carry an epi-pen at all times (i.e. in their school bag).

Yours sincerely,

Mrs McFadyen  
**Admissions Officer**

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