



Twyford
C of E
High School

Thursday 26th June 2025

Dear Parents and Carers,

Re: Invitation to the Transition Meetings

I am delighted to invite both you and your child to a short meeting 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 meeting 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:**

EHCP Transition Meetings:

Monday 30 th June 2025	
INITIAL OF SURNAME	TIME
A – Bh	2:40
Br	3:10
Gh – Gi	3:40
Gr – Ha	4:10
Hu - K	4:40

Tuesday 1 st July 2025	
INITIAL OF SURNAME	TIME
M	2:40
N - P	3:10
R -T	3:40
W	4:10

Main Round Admissions Transition Meetings:

Monday 30 th June 2025	
INITIAL OF SURNAME	TIME
Ad – Arm	2:40
Arn – Bic	3:10
Bin – C	3:40
D – Ga	4:10
Ge – Hen	4:40
Her – Hu	5:10

Tuesday 1 st July 2025	
INITIAL OF SURNAME	TIME
J – Kor	2:40
Kov – L	3:10
M – Noa	3:40
Noz – Rei	4:10
Rex – Th	4:40
To - Z	5:10

Transition Meetings 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.

CEO
Dame Alice Hudson

Associate Headteacher
Mr Phil Bennett

Twyford Church of England High School

Twyford Crescent | Acton | London | W3 9PP | t: (0)20 8752 0141

e: office@twyford.ealing.sch.uk | w: www.twyford.org.uk

Required Documentation for Induction

Please find a list of the following online documents required to be completed your child's enrolment for September 2025:

- 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](#)

(A copy of this letter with the above links, will also be emailed to you)

If you haven't already declared your child's additional needs through the Emergency Contact & Welfare Profile, please advise us of this at the meeting 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 them to the meeting – **otherwise please do not forget to bring a copy of any relevant reports to your scheduled meeting.**

Welfare & Medical Requirements

Ensuring the safety of your child while they are at school is very important to us. If your child has a medical condition or allergy that requires medication, it is essential that you declare any medical conditions when completing the Emergency Contact & Welfare Profile. If there are any changes to your child's health you must inform the school promptly.

EpiPens and Inhalers

If your child uses an EpiPen or an inhaler, they must ALWAYS have it with them at school, regardless of how frequently they need to use it. Students should carry two EpiPens at all times. Parents may provide additional auto-injectors (AIs) to the school if available. Similarly, students must carry their asthma inhalers and spacers with them at all times, and parents are encouraged to provide an extra inhaler to the school if possible.

The school has emergency EpiPens and inhalers available. Parents will be given the opportunity to consent to their use. If a child does not have their inhaler or EpiPen with them during school trips and fixtures, they will not be permitted to attend. Our welfare officer conducts random spot checks to ensure students are prepared and carrying their necessary medication.

Allergy Awareness

Twyford is an allergy-aware school. Some students have severe allergies to nuts, including airborne particles. Therefore, we ask all students and staff to exercise caution when bringing food products containing nuts to school. To ensure the safety of all students, please encourage your children to always follow staff instructions while on or around the school premises. Thank you for your cooperation and support in making our school a safe environment for all students.

Yours sincerely,
Mrs McFadyen
Admissions Officer

CEO
Dame Alice Hudson

Associate Headteacher
Mr Phil Bennett

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