

WELCOME TO

Westlands School

I am delighted that you have been offered a place at Westlands School for your child and wanted to warmly welcome you and your family to our school community.

We know the transition from primary to secondary school can be a stressful time for many parents and carers, so we have a team of staff who are here to help guide you through the process and offer any help you may need.



Mrs Apps - Administration Manager

Mrs Apps will work with the staff in our office to process all of the paperwork needed to successfully enrol your child. She can also answer any questions you may have about the day-to-day running of our school. You can contact her by email:

ellen.apps@swale.at or by phoning the main school office on 01795 477475.



Mr Sayers - Deputy Headteacher

Mr Sayers leads the transition process. He works with a team of staff who organise the sharing of information with primary schools and organising transition events. You can contact him by email: gary.sayers@swale.at



Mrs Giles - Senior Assistant Headteacher

Mrs Giles is our Safeguarding Lead and will work closely with our feeder primary schools to ensure there is a smooth transition for those families who currently receive additional support. You can contact her by email: adelle.giles@swale.at

To help our new Year 7 students adapt to life at Westlands we offer a full Transition Week in July where your son/daughter will come to the school and follow a typical Year 7 timetable. This will give them the opportunity to practise their journey into school, familiarise themselves with the school layout, meet the staff who will be working with them next year and, most importantly, make new friends. You will receive more information regarding this in due course.

We will also be hosting events in July for new parents, so that you can meet the teams who will be working with your child and ask any remaining questions you may have.

I would be grateful if you could complete the admissions form and upload a copy of your child's FULL birth certificate which displays details of both parents, by Monday 28th March 2022. The completed admissions form and the full birth certificate are required to secure your child's place with us.

I look forward to meeting both you and your child in the coming months.

Miss Honess
Headteacher

