



Meeting Individual Needs

2 July 2025

Dear Parent/Carer

Southall School Transition Visits Monday 7th & Tuesday 8th July 2025

I am writing to confirm arrangements for your child's transition visits to Southall School on Monday and Tuesday next week.

Travel Arrangements

All children should come to Houghton School for morning registration as usual on both days and we will be transporting them to Southall School.

At the end of each day we will transport children back to Houghton School in time for the usual end of day arrangements.

Lunch Arrangements

We would like all children to have a packed lunch on both days. Please let us know if you would like a packed lunch to be ordered from our Houghton School kitchen or if you would prefer to send one in from home. Children eligible for free school meals will not have to pay, all other packed lunches ordered will cost £2.90. School packed lunches include a choice of sandwich, a pot of salad, a piece of fruit, cheese & crackers, a pudding (e.g. a biscuit/cake) and a bottle of water.

Children will be accompanied by Houghton School staff and should wear their usual Houghton School uniform please.

Can you please complete and return the reply slip below so that we can finalise arrangements.

Please do not hesitate to contact us if you would like to speak about the transition visits.

Thank you.

Yours sincerely

Mr C Bradney
Class 14 Teacher



**Southall School Transition Visits
Monday 7th & Tuesday 8th July 2025**

Child's Name: **Class:**

Lunch Arrangements

☐ My child will be bringing a packed lunch from home on both days.

Or

☐ My child would like a Houghton School packed lunch ordered for both days:

Please choose:

☐ Ham ☐ Tuna ☐ Cheese ☐ Cheese spread

Please indicate any allergies/special dietary requirements:

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Signed: **(Parent/Carer)** **Date:**