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Chief Executive: Mr D Judson, BEd, NPQH
Head of School: Mr N Lindsay, BA (Hons), NPQH

6th October 2021

Dear Parents / Carers,

RE: Darlington Borough Council Transition Project (0021-21AME)

The below information is provided by us on behalf of Darlington Borough Council:

A number of schools in Darlington are taking part in a project that will help us understand more about what works well for our children, and what the challenges are, as they move from Year 6 to Year 7. The project will help us to improve transition support in future.



Longfield Academy has opted to take part. As part of the project, an Advisory Teacher from Darlington Borough Council will be running a focus group to talk to small groups of Year 7 pupils about what the experience has been like for them. The groups will run for a maximum of 45 minutes and include 6 to 8 children.

We would like your child to take part in the group running on **16th November 2021**. If you are willing for them to do so, please read and tick the following statements before signing, along with your child, at the bottom of the page.

- *I understand what the project is about and agree that my child can take part*
- *I understand that involvement is voluntary, and I can withdraw my child from the project group at any time up until the day on which it is due to be held*
- *I understand that the group will be conducted in school, but it may move online via Microsoft Teams if required. An adult in school will be present throughout the group.*
- *I understand that quotes from the groups might be used in reporting the outcomes of the project. Any information that could directly identify my child will not be used*
- *I understand that all data gathered for the project will be destroyed two months after the completion of the project (date to be confirmed)*
- *I understand that any serious issues coming to the school's attention through the groups will be handled in accordance with the school's own policies and procedures*
- *I understand that I can make contact with the school if I require further information about the project or wish to make a complaint relating to my child's involvement in it.*



Signed: (Child)

Date:

Signed: (Parent/Carer)

Date:

Name of school contact:

Miss A Metcalfe – Transition Coordinator
Longfield Academy