



Coventry City Council.



Mosaic Family Hub
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Please contact: Sarah Burke

— 3rd June 2019.

Dear Parents,

I am writing to you following my previous letter to share the work that we are carrying out with your children focusing on the transition to secondary school.

To enable us to evidence the work that we are doing with the children and schools we will be asking the school to share with us the children's names to record on our Capita system. This is the system that all of the schools use to log the children's attendance so will not require us to add the children as they are already on this system.

If you **WOULD NOT** like the school to share your child's full name with us then please can you inform them as soon as possible.

If we do not hear from you then we will assume that you are happy with this information.

Your child's school will be able to share the information about which date we are visiting them if you would like to know this.

If you require any further information, please do not hesitate to contact me.

Kind Regards

S L Burke

Sarah Burke.
Family Hub Supervisor.