

Dear Recipient(s) Salutation ,

We are delighted to hear that Student(s) First Name will be joining our school. Please visit our website at www.schoolname.uk for any information you may require, such as details about our uniform, school lunches and wraparound care.

Please can you contact us on 01234567890 as soon as possible so we can arrange a start date for Student(s) First Name . We can also answer any other queries you may have.

We look forward to welcoming Student(s) First Name to school name.

Kind regards,

NAME School Office.