

Director of Education

M. Wood



Head Teacher

A. Macgregor

St Clement’s R.C. Primary School

Buttar’s Street

Dundee

DD2 4PQ

Tel: 01382 436692/436658

E-mail: [st-clements@dundeecity.gov.uk](mailto:st-clements@dundeecity.gov.uk)

Website : [http://st-clements.ea.dundeecity.sch.uk](http://st-clements.ea.dundeecity.sch.uk/)

Blog: <http://tinyurl.com/666afbz>

Twitter : @stclementsps

**To Parents/Guardians of**

**All P7 Pupils attending**

**St Clement’s RC Primary School**

If calling please ask for:

**Education Department School**

**Support Team: 433716**

Our Ref: MW/LMB

v.uk

Date: 19 December 2013

Dear Sir/Madam,

**TRANSFER OF PUPILS FROM PRIMARY TO SECONDARY SCHOOL**

As you will be aware, your child is due to transfer from Primary to Secondary School at the end of the present school session and I write to inform you that the school to which he/she will transfer is:-

**St Paul's RC Academy**

Your child should commence there on Tuesday, 19th August 2014. The school is a Comprehensive Secondary School offering a wide variety of courses of study although initially every pupil will follow a broadly similar course of study. The St Paul’s School Handbook is currently in preparation and will be sent home as soon as we receive copies early in the new year for your information.

I will be forwarding information about your child’s progress to date to the school and this will be taken into account in arranging a suitable course of study. Your child’s progress in secondary school will be kept under review and you will be advised from time to time about this and consulted about future courses of study.

If you wish to make a placing request for a school other than that named above, you may do so by completing a placing request form. These can be obtained from and returned to Main Reception, Dundee House, 50 North Lindsay Street, Dundee, **along with proof of residence, dated within 2 months and copy of your child's full birth certificate**, no later than **Monday 03 February 2014.** Copies of this form are also available from the School Office.

Yours sincerely



A. Macgregor

Head Teacher

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