Sample email/communication from Preschool to Primary school

(Please feel free to amend as you see fit)

Dear Principal/Junior Infant teacher,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am a preschool practitioner). OR I am the preschool leader/manager in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert name of preschool

We are a feeder preschool to your primary school.

Our local Education Centre\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in collaboration with the local county childcare manager, is running a pilot transition project in the new school year (Sept 2021 – June 2022) between preschools and primary schools.

**The overall aim of the project is to foster good relationships between the practitioners in both sectors to ensure that every child transitions successfully.**

**We would be very interested in working with you, as one of our feeder schools, on this exciting and worthwhile project. I am sure you will agree that we all want what is best for each child and so this is an ideal opportunity for us to work together and develop a good relationship.**

**In order to participate, a partnership of at least one Junior Infant teacher and one preschool practitioner from feeder schools is required**. **It is also essential that the Principal & Preschool Leader (Manager) is aware and supportive of our involvement in this project.**

**If you would be interested in getting involved, which I hope you will be, please contact me by ringing me on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or emailing me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**(Closing date for applications Thursday 30th Sept 2021)**

**I look forward to hearing from you,**

**Regards**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*Carrick-on-Shannon Education Centre covers counties Leitrim, Roscommon and Longford.

Mayo Education Centre covers County Mayo.

Sligo Education Centre covers County Sligo.

Donegal Education Centre covers County Donegal.