Contact your local early childhood services

Use these email and telephone scaffolds to contact local early childhood services.

# Email example

**To:** look up service email address

**Subject:** Attention: Transition to Primary School Co-ordinator

Good morning/afternoon,

My name is <your name> and I am the <your title> at <school name>. I am emailing you to introduce myself and to organise a meeting about the children who attend your service, enrolled in our school in 2022.

It would be great if we could either have a telephone conversation or online meeting to make further plans to collaborate with each other in the next few months as the children and families prepare for school.

My phone number is: <phone number>

My email is: <your email>

I look forward to hearing from you soon.

Kind regards

# Telephone example

Good morning/afternoon,

My name is <your name> and I am the <your title> at <school name>. I am calling to introduce myself and leave a message for the person responsible for transition to school as I am hoping to organise a meeting about the children who attend your service, enrolled in our school for next year.