Contact your local primary school

This resource is a quick-to-use guide to support contact with local schools. It may be useful when contacting a new school or when you do not have details of who to contact. The email and phone script are examples that are ready to pick up and use, if needed.

# Email example

**To:** [school email address from website]

**Subject**: Attention: Transition to primary school coordinator

Good morning/afternoon,

My name is <your name> and I am the <your title> at <name of your service>.

I am emailing you to introduce myself and to organise a meeting about the children in our service enrolled in your school in 2022. I am hoping you can forward this email to the person responsible for your transition to school program.

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

My phone number is: <your number>

I look forward to hearing from you soon.

Kind regards,

# Telephone script example

Good morning/afternoon,

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