

Mail: [info@cleves.co.uk](mailto:info@cleves.co.uk)

Web: [www.cleves.co.uk](http://www.cleves.co.uk)

Tel: 01932 224300

Fax: 01932 234669

Headteacher: Mr C. Hodges



Cleves School  
Oatlands Avenue  
Weybridge  
Surrey  
KT13 9TS

7th June 2024

Dear Parents and Carers,

Next week, we will be asking the children to write down the names of some friends they would like to be with in their new classes next year. They will be able to write down up to five children in their current class and two children in other classes in their year group. We will take their suggestions into consideration when making up next year's classes and we guarantee them at least one name on their list.

You may wish to talk to your child over the weekend and discuss their choices. The following questions may be helpful:

- Who is kind to you?
- Who do you work well with?
- Who do you make sensible choices with?

We have always asked children for their suggestions but this year we are writing to inform parents when this will be taking place. This is based on feedback from a parent forum last year where parents asked if they could have advanced notice in order to speak to their children beforehand so they could make informed choices.

We would therefore politely ask parents not to email teachers with requests and rather take this opportunity to speak to your child beforehand instead. Making up the new classes is a huge task which takes a significant amount of time but benefits the children in many ways. A number of factors are taken into consideration and pupils' suggestions are one of these. We will inform you in due course about your child's new class for next year.

Thank you for your support.

Yours sincerely,

Mrs Batchelor

