



# Reception Intake 2017

## Welcome to Whiteley Primary School

Dear Parents/Carers,

We are delighted that your child has been offered a place to join us in September 2017 and look forward to meeting you shortly. We will endeavour to make the transition from home to school as smooth as possible and enclosed you will find information regarding our induction arrangements.

Also enclosed with this letter is a questionnaire for you to complete about your child. The first section has questions that will help us to sort out our class groupings. When we sort our classes out, we try to have an even mix of autumn, spring and summer birthdays in each class, as well as an equal mix of boys and girls. We also liaise with the pre-schools. You can help make our class groups successful by returning the questionnaire promptly, noting a friend that your child would be happy working with, which pre-school they have attended and any other relevant information. (All information is treated in confidence by the school). We can then ensure in our groupings that he/she is at least with one friend, even though past experience has shown us that it does not take long for children to make lots of new friends. If you have twins, please tell us whether you would like them to be in the same class or not. If you are undecided and would like to discuss the options, we can arrange an appointment for you to meet Sarah Hemsley, the Reception/Year 1 Phase Leader. (Please note that once class groupings are organised, we do not have the flexibility to make changes. It is therefore very important than any relevant information is provided at this point.)

The other sections on the questionnaire are designed to help our staff plan the provision for September, and to meet the needs of your child. This includes information about their early development that can provide indicators to the type of provision they will need. You will have the opportunity to discuss this information in further detail with your child's class teacher during the home visit which we offer just before your child starts with us.

Please return the questionnaire to the school office by **Monday 8<sup>th</sup> May** (it would be helpful if all other paperwork enclosed can also be returned by this date). There will be an evening meeting for parents on Monday 15<sup>th</sup> May (see information enclosed) and then class groupings will be organised towards the end of May. Following this, you will be invited to a 'meet the teacher' event during the w/c 12<sup>th</sup> June.

We look forward to meeting you soon, and in the meantime, please don't hesitate to contact the school office if you have any queries. If you have not already confirmed your child's place at Whiteley, or have not yet informed us that you will not be taking up this place, please contact the school office **as soon as possible**.

Yours sincerely,

Lesley Pennington - Headteacher

# **Whiteley Primary School Induction Programme 2017**

## **Welcome meeting for parents: Monday 15<sup>th</sup> May 7pm**

This meeting is a chance for us to tell you a bit more about our school and our induction programme. You will be given information on how your child will spend their day, and ways in which you can help your child make the transition into school. There will be information available about school lunches and the uniform. (Due to limited space in the school gym, please can we ask that **only one parent** attends this first meeting, and that children are **not** brought along.)

At the end of the meeting, there will be a number of key staff available to answer any questions you may have. (Please note that at this point, we will not have decided on class groupings or be able to confirm which teachers will be in the YR classes for September.)

## **Meet the Teacher: w/c 12<sup>th</sup> June**

You will receive a letter by the 5th June to tell you which class your child will be joining in September, and to invite you to a ‘meet the teacher’ event on one of the dates opposite. This is a more informal event where parents can visit the reception base, spend time in their child’s classroom and meet the class teacher. (**This event is for parents, not children**). There will also be an opportunity to tour the school for parents who have not already done so, and you will be given the opportunity to sign up for a home visit. At this event, you will also be asked to sign up for Group A or Group B induction events (see below for dates). Please note that we allow parents to sign up for themselves so that you can arrange for your child to be in the same group as someone they know, if you so wish. However, there are strictly 15 spaces in each group per class, and these are assigned on a first come, first served basis. We therefore ask you to pencil-in group A *and* B dates in your diary until your child’s group is confirmed as you may not get your first choice.

Meeting 1 – Monday 12<sup>th</sup> June 6.00pm

Meeting 2 – Tuesday 13<sup>th</sup> June – 6.00pm

Meeting 3 – Wednesday 14<sup>th</sup> June – 6.00pm

## **Classroom Taster Session 1: w/c 19<sup>th</sup> June**

This session is an opportunity for your child to become familiar with their classroom and the adults that will be working with them, along with half of their new class. You are welcome to stay and join in the activities or have a coffee in the hall!

Group A – Mon 19th June 1.30 – 2.30pm

Group B – Fri 23<sup>rd</sup> June 1.30 – 2.30pm

## **Classroom Taster Session 2: Weds 5<sup>th</sup> July**

On this afternoon, all of our classes move up to meet their new teacher. This is another chance for your child to spend a short session in the classroom with the adults they will be working with next year along with half of their class. We are hoping that parents will feel able to drop off and collect their child from the classroom door and then go to the school hall for refreshments. (Parents should stay on site during the visit).

Group A : 1.15 – 2.00pm

Group B : 2.10 – 2.55pm

## **Home visits**

This is a valuable opportunity for your child to meet their teacher in their own environment. Further information regarding the home visits will be given at the evening welcome meeting, and appointments can be made at the ‘Meet the teacher’ event.

Mon 4th September – Thurs 7<sup>th</sup> September

## **'Taster' Lunches at School – Tues 5<sup>th</sup> – Thurs 7<sup>th</sup> September 11.30 – 12.15pm**

Following a successful trial last year, we will once again be offering the opportunity for our new YR children to come in for a taster lunch session with a parent/carer before they start school, if they wish. This will give them a chance to eat in our dining hall and try out a school meal (or just bring a packed lunch box). School meals will be provided free of charge to children, but parents may also order a meal to eat with their child for a small charge. We will need to limit numbers and so each class will be offered a set day. We will be providing more information to parents later in the summer term, along with an order form.

## **Starting School – first session – Friday 8<sup>th</sup> September**

Experience has shown us that it is useful to have smaller groups of children on their first few days of school so that they can be introduced to the classroom routines and become familiar with their surroundings without being overwhelmed. We have therefore arranged for Groups A and B to have a different half day session (without lunch) as their first 'real' school session in September – see opposite for times. It is very important that children attend this first session, and we would ask that they wear uniform and bring a book bag, PE kit and water bottle to help them get into routines.

Group A – 9.15 – 11.45am

Group B – 12.45 – 3.15pm

**Parents are then able to choose the pattern of induction for their child from the options overleaf.** Please note that you will have been given the option to sign up for group A or B for your child prior to the classroom taster sessions, and that these groups remain the same for the whole induction process.

### **Induction Choices**

Experience has shown us that for some new Reception children, particularly those who have only just turned four, attending part-time for a period when starting school helps them to settle well into the new environment and cope better with the changes from the home or pre-school environment they are used to. With a cohort of 90 pupils, having some sessions at the beginning of the year where there are fewer pupils in at a time also enables the children to have greater support from the adults when learning the classroom and lunchtime routines. For this reason, for the first week of school, we operate a part-time timetable for **all pupils**. Following this, we then offer three choices to parents regarding the pattern of entry for their child. Detailed overleaf are the three options from which parents may indicate their preference for their child (option 1, 2 or 3).

In making your choice, we ask you to consider the following:

- The age and maturity of your child – how ready are they for school?
- Whether your child has difficulties in separating from you as parents when attending a pre-school or similar.
- Whether your child has experienced full time/full days in the pre-school setting and how they have coped with this.
- How well your child responds to the classroom taster sessions in the summer term.
- The adult to child ratio in a reception classroom is 1:15 within a class of 30 – this is one of the biggest differences between the pre-school/nursery experiences they may have already had. Our experience, and that of previous reception parents, is that children are far more tired after a full day at school than a full day at pre-school.
- Teachers plan the day in the first half term to ensure that part-time pupils do not miss key activities and teaching time, making the most of their time in school.
- All children are different – in making your decision, consider what is best for your own child and avoid comparisons with your child's friends. Some Autumn-born children would benefit from a part-time induction whilst some younger children may be ready for full-time. It will depend on the individual and their experiences and personality.

You will be asked to indicate your initial preference regarding the options above in July to support our planning for September. Please note that the final decision regarding full time attendance will be made by the Headteacher, in consultation with parents. Our aim is to ensure that your child's first half term at school is a positive experience, laying the foundations for a confident and calm start to school life. More information regarding induction will be given at the parents' meetings in June, and we will be happy to discuss any individual concerns you have later in the summer term when we have met you and your child.

Please note that the choice you make in July may be altered in the Autumn term through discussion with the class teacher if this is in the best interests of the child. For example, if you initially choose option 1 but find your child is struggling with full time in September, you may drop them back to part time. Alternatively, you may choose option 3 and then find that your child is more confident and happy at school than expected and decide that it would be more appropriate for them to come full time earlier in the term. However, please note that we do not permit 'ad hoc' flexibility, for example, pupils coming full time for occasional days, as this can be confusing for the children and does not support them in becoming used to routines.

#### **Induction Option 1: One week part time - Full time from Monday 18<sup>th</sup> September**

Date	Group A	Group B
w/c 11 <sup>th</sup> Sept	Monday 8.50 – 1.30pm (inc. lunch) Tuesday 8.50 – 1.30pm (inc. lunch) Friday 8.50 – 1.30pm (inc. lunch)	Wednesday 8.50 – 1.30pm (inc. lunch) Thursday 8.50 – 1.30pm (inc. lunch) Friday 8.50 – 1.30pm (inc. lunch)
w/c 18 <sup>th</sup> Sept	Full Time (8.50am – 3.15pm)	

#### **Induction Option 2: Three weeks part time - Full time from Monday 2<sup>nd</sup> October**

Date	Group A	Group B
w/c 11 <sup>th</sup> Sept	Monday 8.50 – 11.45am Tuesday 8.50 – 11.45 am Friday 8.50 – 11.45 am	Wednesday 8.50 – 11.45 am Thursday 8.50 – 11.45 am Friday 8.50 – 11.45 am
w/c 18 <sup>th</sup> Sept	Mon - Fri 8.50am – 11.45am	
w/c 25 <sup>th</sup> Sept	Mon – Fri 8.50am – 1.30pm (inc. lunch)	
w/c 2 <sup>nd</sup> Oct	Full Time (8.50am – 3.15pm)	

#### **Induction Option 3: Six weeks part time - Full time from Monday 31<sup>st</sup> October**

Date	Group A	Group B
w/c 11 <sup>th</sup> Sept	Monday 8.50 – 11.45am Tuesday 8.50 – 11.45 am Friday 8.50 – 11.45 am	Wednesday 8.50 – 11.45 am Thursday 8.50 – 11.45 am Friday 8.50 – 11.45 am
w/c 18 <sup>th</sup> /25 <sup>th</sup> Sept & 2 <sup>nd</sup> /9 <sup>th</sup> Oct	Mon - Fri 8.50am – 11.45am	
w/c 16 <sup>th</sup> Oct	Mon – Fri 8.50am – 1.30pm (inc. lunch)	
w/c 30 <sup>th</sup> Oct (Half term break w/c 22nd Oct)	Full Time (8.50am – 3.15pm) <i>Please note that Mon 30<sup>th</sup> October is an INSET day and so children will not be in school on that day.</i>	