



Reception Intake 2020

Welcome to Whiteley Primary School

Dear Parents/Carers,

We are delighted that your child has been offered a place to join us in September 2020 and look forward to meeting you shortly. Despite the current situation with Covid-19, we will endeavour to make the transition from home to school as smooth as possible but will inevitably be making some changes to our usual transition programme. This will need to evolve over the summer term as we know more about how long the current restrictions will be in place.

To facilitate communication with our new families electronically over the summer term, we would like you to sign up **as soon as possible** to Parentmail online communications (please complete and return by Monday 4th May). This will enable us to email and text you directly as a group, and will also enable you to complete forms online to avoid the need for non-essential trips to the school or a large amount of post. Enclosed with this email is a copy of the initial form for completion to enable us to set you up on Parentmail. **Wherever possible, please can this information be returned via email to newYR@whiteleyapps.com.** This can either be on the provided form, as an attachment, or just an email which includes **all the headings** as noted on the form:

- Your child's details (first name, surname)
- Parent/Guardian's details (Title, first name, surname, email address, mobile number).

If both parents would like to be registered on Parentmail, please put the contact details of the person you would like as the **primary** contact first. We will take your email as written confirmation of your permission to share the details provided with Parentmail for the purposes of communication. Copies of our data protection policies can be found on the website <https://www.whiteleyprimary.co.uk/our-school-2/school-pupil-privacy-notice/>.

Please note that although the school is currently open for keyworker children during school hours, there is only a skeleton staff in the office, and we are discouraging people coming to the school due to social distancing guidelines. If you are very local, and pass the school on your permitted daily exercise, then documents can be handed over in person – staff will speak to you through the window and ask you to leave the document on the table by the door for them to pick up. If you need to make contact via phone, please call between 9.15am and 2.45pm, term-time only.

Once we have received your details, you will be added to Parentmail and sent a link to follow which will enable you to complete the registration process. We are hoping that by the middle of May, we will have all families registered and will then be able to provide regular information and updates to you to help you prepare for your child's start at Whiteley Primary School.

Please note, we will also be uploading key information to the school website (Prospective Parents/New YR Entrants). We have already provided two key documents in the 'Starting School Info' section which will be helpful for parents to download. This includes our own 'Starting School' booklet which will hopefully answer lots of practical questions about induction and preparing for school. There is also a leaflet from Hampshire County Council called 'Ready, Steady, School!' which includes information about school readiness.

Once you are on Parentmail, you will also receive some online forms to complete – when you receive these, we would appreciate you responding as soon as possible. The forms will include

- The registration form – key information about you and your child which will enable us to register your child at school

- Reception Intake Questionnaire – this is to provide information to the teachers about your child to enable them to sort the class groupings, contact pre-schools for transition information, and know a little bit about your child to help cater for their needs as they start school.
- Parental permissions – a form asking parents to opt-in to online applications we use as a school to comply with GDPR.

We would normally have our first welcome meeting for parents in May. As this is unlikely to be possible, we will be using other methods to reach out to new parents to provide the same information. We will keep you informed through the summer term. If your child is currently undergoing assessment for an Education Health Care Plan, or your child has special educational needs, please let us know via the above email and either myself or the YR/1 phase leader, Ms Sarah Hemsley, will make contact with you individually to talk through any concerns you may have.

We hope that we will be able to meet you all in person very soon to welcome you to the Whiteley Primary School community. Please note, if your child no longer requires their place at Whiteley Primary School for September, please contact the county admissions team as soon as possible so that the place can be allocated to a child on the waiting list.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lesley Pennington', written in a cursive style.

Lesley Pennington - Headteacher