



# Reception Intake 2023

## Welcome to Whiteley Primary School

Dear Parents/Carers,

We are delighted that your child has been offered a place to join us in September 2023 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 and a yellow registration form which should be returned to the school office asap.

Enclosed with this letter, you will find a 'starting school' booklet which we hope will help you to prepare your child for joining us in September and answer some questions around the practicalities of starting school. We have also included a copy of our induction programme including key dates for meetings and induction for your child.

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. This will enable us to email and text you directly as a group, and will also enable you to complete other forms online. Enclosed with this email is a copy of the initial form for completion. The form can either be returned as a paper copy to the school office, or via email to the dedicated new YR email address [newYR@whiteleyapps.com](mailto:newYR@whiteleyapps.com). The form can either be scanned in as an attachment, or you can just send 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/>.

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 help you prepare for your child's start at Whiteley Primary School. **If you are on Parentmail and have children at Whiteley Primary School already, we still need you to complete the form so we can add your child to your existing account.**

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 Ms Kate Bolton (Deputy/Inclusion) or Mrs Sarah Robinson (YR/1 phase leader), will make contact with you individually to talk through any concerns you may have.

We look forward to meeting you soon, and in the meantime, please don't hesitate to contact us if you have any queries (email [newYR@whiteleyapps.com](mailto:newYR@whiteleyapps.com)) You may also like to follow the Whiteley Primary School Facebook page.

Yours sincerely,

Lesley Pennington - Headteacher

## Whiteley Primary School Induction Programme 2023

### Welcome meeting for parents: Thursday 18<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 Events: w/c 26<sup>th</sup> June

You will receive a letter by the 12<sup>th</sup> 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 with a presentation from the class teacher, and a chance to visit the reception base, spend time in your 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. On this letter, you will also find out if your child has been allocated to group A or B within the class – these groupings are used for the initial taster sessions to reduce numbers in the classroom.

Meeting 1 – Monday  
26<sup>th</sup> June 6.15pm

Meeting 2 –  
Wednesday 28<sup>th</sup> June –  
6.15pm

Meeting 3 – Thursday  
29<sup>th</sup> June – 6.15pm

### Home visits /Individual Meetings – various dates July 2023

Home visits are a valuable opportunity for your child to meet their new teacher and teaching assistant in their own environment. Parents will be able to book a home visit once class teachers have been allocated – an individual meeting in school can be offered as an alternative, if preferred. Further information will be given at the evening welcome meeting.

Daytime appointments  
(20 mins)

July 2023

### Parent and child classroom visit/story session – Friday 1<sup>st</sup> September (pm)

This session is an opportunity for your child and one accompanying adult to come into school for a 20 min story session during the afternoon. It allows your child to become familiar with their new classroom and the adults that will be working with them before they start school. Parents will be invited to sign up for one of the story sessions once classes are known – group A and group B will have a choice of two times during the afternoon so each session will have no more than 8 children at a time.

Friday 1<sup>st</sup> September

Children do not need to wear their school uniform for this session.

One parent **only** to stay with the child

### Stay and Play session (45mins) – Monday 4<sup>th</sup> September

This is a 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. Parents will drop off at the classroom door. Refreshments for parents will then be available in the school gym, or you may choose to wait on the benches at the front of the school.

Group A : Monday 4<sup>th</sup>  
Sept (9.05-9.50am)

Group B : Monday 4<sup>th</sup>  
Sept (10.15-11.00am)

Uniform optional

Additional drop in sessions may be organised during the afternoons the w/c 4<sup>th</sup> Sept on an individual basis for those children who are likely to need additional transition activities prior to starting school. Additional home visit appointments may also be offered to those unable to make the July dates.

### Starting School – first session – Tuesday 5<sup>th</sup> or Thursday 7<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. Drop off is deliberately later than the rest of the school to ensure a quieter start to the day for the new YR children.

Group A – Tues 5<sup>th</sup> Sept

Group B – Thurs 7<sup>th</sup> Sept

Drop off between 9.00 and 9.10am

Pick up between 11.50 and 12noon

### Starting School – Second session (Experiencing Lunchtime) – Weds 6<sup>th</sup> or Fri 8<sup>th</sup> September

After their first session, children are invited to attend the next morning and stay for lunch to experience eating lunch together in the gym and going out for lunch play in their half-class grouping.

**Parents are then able to choose the pattern of induction for their child from the options overleaf.**

*Please note that if parents choose induction option 2 or 3 which provides extended part-time sessions, you may choose to collect your child at 11.45am on the second school session, before the class go for lunch.*

Group A – Weds 6<sup>th</sup> Sept

Group B – Fri 8<sup>th</sup> Sept

Drop off between 9.00 and 9.10am

Pick up between 1.15 and 1.25pm

### Full time attendance – half class sessions – Mon 11<sup>th</sup> or Tues 12<sup>th</sup> September

If you would like your child to attend full time as soon as possible (induction choice 1), your child’s first full day will be with half the class, to help them learn the afternoon routines with a higher adult to child ratio.

These sessions will be for our normal school timings, although slightly longer will be allowed in the first week for drop off.

*If you have chosen induction option 2 or 3 for your child, you may choose to collect your child at 11.45am, before the class go for lunch.*

Group A – Mon 11<sup>th</sup> Sept

Group B – Tues 12<sup>th</sup> Sept

Doors open at 8.45am – please drop off your child by 9am (NB: official school start time is 8.50am).

Pick up between 3.05 and 3.15pm

## 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.
- 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 Wednesday 13<sup>th</sup> September**

| Date                      | Group A  | Group B  |
|---------------------------|--|--|
| w/c 11 <sup>th</sup> Sept | Monday 8.50/9am – 3.05/3.15pm<br>Tuesday not in school<br>Wednesday 8.50/9am – 3.05/3.15pm<br>Thursday 8.50/9am – 3.05/3.15pm<br>Friday 8.50/9am – 3.05/3.15pm | Monday not in school<br>Tuesday 8.50/9am – 3.05/3.15pm<br>Wednesday 8.50/9am – 3.05/3.15pm<br>Thursday 8.50/9am – 3.05/3.15pm<br>Friday 8.50/9am – 3.05/3.15pm |
| w/c 18 <sup>th</sup> Sept | Full Time (8.50am – 3.15pm)  |  |

**NB: INSET days (staff training) Fri 29<sup>th</sup> Sept & Mon 2<sup>nd</sup> Oct – no children in school**

**Induction Option 2: Four weeks part time - Full time from Tues 3<sup>rd</sup> October**

| Date                      | Group A  | Group B  |
|---------------------------|--|--|
| w/c 11 <sup>th</sup> Sept | Monday 8.50/9am – 11.45am<br>Tuesday not in school<br>Wednesday 8.50/9am – 11.45am<br>Thursday 8.50/9am – 11.45am<br>Friday 8.50/9am – 11.45am             | Monday not in school<br>Tuesday 8.50/9am – 11.45am<br>Wednesday 8.50/9am – 11.45am<br>Thursday 8.50/9am – 11.45am<br>Friday 8.50/9am – 11.45am |
| 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)<br><b>Friday 30<sup>th</sup> Sept is an INSET day (staff training) – no children in school</b>                      |  |
| w/c 2 <sup>nd</sup> Oct   | <b>Monday 2<sup>nd</sup> October is an INSET day (staff training) – no children in school</b><br>Full Time from Tues 3 <sup>rd</sup> Oct (8.50am – 3.15pm) |  |

**Induction Option 3: Six weeks part time - Full time from Monday 16<sup>th</sup> October**

| Date   | Group A  | Group B  |
|--|--|--|
| w/c 11 <sup>th</sup> Sept                                    | Monday 8.50/9am – 11.45am<br>Tuesday not in school<br>Wednesday 8.50/9am – 11.45am<br>Thursday 8.50/9am – 11.45am<br>Friday 8.50/9am – 11.45am         | Monday not in school<br>Tuesday 8.50/9am – 11.45am<br>Wednesday 8.50/9am – 11.45am<br>Thursday 8.50/9am – 11.45am<br>Friday 8.50/9am – 11.45am |
| w/c 18 <sup>th</sup> /25 <sup>th</sup> & 2 <sup>nd</sup> Oct | Mon - Fri 8.50am – 11.45am<br><br><b>INSET days (staff training) Fri 29<sup>th</sup> Sept &amp; Mon 2<sup>nd</sup> Oct<br/>– no children in school</b> |  |
| w/c 9 <sup>th</sup> Oct                                      | Mon – Fri 8.50am – 1.30pm (inc. lunch)   |  |
| w/c 16 <sup>th</sup> Oct                                     | Full Time (8.50am – 3.15pm)  |  |