



Reception Intake 2025

Welcome to Whiteley Primary School

Dear Parents/Carers,

We are delighted that your child has been offered a place to join us in September 2025 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 an overview 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 letter 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. 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) You may also like to follow the Whiteley Primary School Facebook page.

Yours sincerely,

Lesley Pennington - Headteacher

Whiteley Primary School Induction Programme 2025

Welcome meeting for parents: Monday 19th 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. (Please note that children should **not** be brought along). Due to limits of space, we would ask that just one parent per family attends, other than in exceptional circumstances.

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 23rd June

You will receive a letter by the 9th 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
23rd June 6.15pm

Meeting 2 –
Wednesday 25th June –
6.15pm

Meeting 3 – Thursday
26th June – 6.15pm

Home visits /Individual Meetings – various dates July

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 emailed out to parents in June.

Daytime appointments
(20 mins). These will
be booked by the
office.

July 2025

Parent and child classroom visit/story session – Wednesday 3rd 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 day. 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 so each session will have no more than 8 children at a time.

Weds 3rd 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) – Thursday 4th 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 : Thurs 4th
Sept (9.05-9.50am)

Group B : Thurs 4th
Sept (10.15-11.00am)

Uniform optional

Additional drop in sessions may be organised during the afternoons in early September 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 – Friday 5th or Tuesday 9th 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 – Fri 5th Sept

Group B – Tues 9th Sept

Drop off between 9.00 and 9.10am

Pick up between 11.50 and 12 noon

Starting School – Second session (Experiencing Lunchtime) – Monday 8th or Wednesday 10th 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.

Following these half day sessions, we assume that most children will be ready to manage full days at school. If your child is not ready for full days, please discuss with your child’s class teacher as we may be able to support a further period of part time attendance

Group A – Mon 8th Sept

Group B – Weds 10th Sept

Drop off between 9.00 and 9.10am

Pick up between 1.15 and 1.25pm

Full time attendance – half class sessions – Thurs 11th or Fri 12th September

For your child’s first full day in school, they will be with half the class, to help them learn the afternoon routines with a higher adult to child ratio.

At these sessions, children and families are introduced to our normal school timings, although slightly longer is allowed for drop off for the first few full time sessions.

Group A – Thurs 11th Sept

Group B – Fri 12th 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

Full time attendance – whole class – w/c 15th September

We assume that most children will be ready to commence full time at school from w/c 15th September. If your child is not ready for full time school attendance at this point, please liaise with the YR/1 phase leader, Mrs Robinson, or your child’s class teacher, as a further period of part-time attendance may be agreed to support transition with collection at 11.45 (before lunch) or at 1.30pm. 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.

