



Induction Letter for Reception Class 2020-2021

Induction Information

Our aim is to ensure that the transition from nursery to school is as enjoyable as possible. We understand that whilst many children are excited about starting school and settle in very quickly, some children are anxious and may find the change difficult to begin with. Therefore, we have come up with an induction programme that we hope will make the transition as smooth as possible for all children. Please read the following carefully as it includes important dates and times during this transition period.

Mini Meetings

The first day of term is **Wednesday 2nd September**. On this day we will be holding 'mini meetings' whereby you and your child will be invited into school to meet the Reception team and visit the classroom. These mini meetings will be 10 minute slots in order to help us meet everyone. Please note the time of your mini meeting below:

Your mini meeting time slot on Wednesday 2nd September is:

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When you attend the mini meeting, please come to the side gate on Milne Walk. We will come and collect you from the gate for your meeting and ask you to sign in.

The purpose of the meeting is to give you and your child a chance to meet us and also to go through any information you would like to talk to us about, such as medical information. If your child has an inhaler or epi-pen please bring one along to this meeting for us to keep in school. **It is important we have this in school from their first day.**

Please let us know if you cannot make your mini meeting as soon as possible by phoning the school office on (01242) 525616.

Taster Sessions

We have split the class into 4 small groups for the initial few days. The groups will attend on different days to begin with until we merge some groups together before putting the whole class together. We hope this will help your child settle smoothly. Please note your child's group for induction below:

Your child is in Group A / B / C / D

Please find below the timetable that sets out the sessions for induction in their groups:

	A.M (8:45 – 11.45)	P.M (1:15 – 3:00)	Half Day and lunch (8:45-1:00)	Full day (8:45 – 3:00)
Week 1				
Tues 1 st	INSET DAY			
Wed 2 nd	Mini Meetings	Mini Meetings		
Thurs 3 rd	Group A	Group B		
Fri 4 th	Group C	Group D		
Week 2				
Mon 7 th	Group B	Group A		
Tues 8 th	Group D	Group C		
Weds 9 th	Group A	Group B		
Thurs 10 th	Group C	Group D		
Fri 11 th	Group A & B	Group C & D		
Week 3				
Mon 14 th	Group C & D	Group A & B		
Tues 15 th			Whole class	
Weds 16 th			Whole class	
Thurs 17 th			Whole class	
Fri 18 th			Whole class	
Week 4 – full time				
Mon 21 st				Whole class
Tues 22 nd				Whole class
Weds 23 rd				Whole class
Thurs 24 th				Whole class
Fri 25 th				Whole class

Overview

- Thursday 3rd – Thursday 10th children will attend morning or afternoon sessions in their group. Children will not be staying for lunch during this period.
- Friday 11th and Monday 14th we will merge two groups together. Children will not be staying for lunch during this period.
- Tuesday 15th – Friday 18th the whole class will attend for just mornings and stay for lunch. They can bring a lunchbox or have a school dinner.
- Monday 21st the whole class will begin to attend full time.

The times for sessions are as follows:

- Morning session: 8:45am – 11:45am. Please collect from Milne Walk side entrance.
- Afternoon session: 1:15pm – 3:00pm. Please drop off at Milne Walk side entrance.
- Morning session and staying for lunch: 8:45 – 1:00pm. Please collect from Milne Walk side entrance.
- Full school day: 8:50am – 3:00pm

Drop off and pick up points:

The drop off and pick up point is at the Reception classroom door which you can access through the side gates that lead onto the playground. There is a side gate located on Village Road and Milne Walk.

Our classroom door is nearest to the Milne Walk side gate and has a sign on the door to show it is Reception Class.

Important: When you come to collect your child from a morning session at 11:45am or when you come to drop them off for an afternoon session at 1:15 please note we will only open the side gate on Milne Walk. This will also be the same when they stay for lunch during week 3.

Please wait by this gate to collect or drop your child off. An adult will unlock and remain at this gate to ensure the safety of all the children in our school. You may still come to the classroom to drop your child off and once the children are all in or have been collected, the gate will be locked.

Once your child starts full time, they will continue to be dropped off and picked up at the classroom door. The side gates are opened at 8:45am and we complete the register at 8:55am. Please ensure your child is in class for registration.

At home time, the side gates are unlocked at 2:50pm for you to come and collect your child. We will send your children out safely at 3:00pm from our classroom door.

We understand this is a lot of information to receive and might feel a little overwhelming. Please speak with a member of Reception or the school office if you have any questions about the information above.

You will also have the opportunity to ask any questions about the induction programmes at your mini meeting. We look forward to meeting you all soon.

Best wishes,

Mrs Gilbert-Green & Mrs Best

Reception class teachers

