



Welcome - New Intake for September 2023

Dear Parents and Future Pupils,

We are delighted that you have been allocated a place at Chapelford Village Community Primary School and that we have been able to accept so many first-choice applications. My name is Mrs. Hewson, Headteacher and I wish to formally welcome you to our lovely school. This is an exciting time for you and your child and we endeavour to make the transition into Chapelford Village Primary School as supportive as possible so that your child settles with us in a positive way.

I kindly ask if you could send us your email address at your earliest convenience, so that we can communicate with you more effectively. If you could send an email to **office@chapelfordvillageprimary.co.uk** with your child's name. If you already have a child currently at Chapelford Village Primary School and are set up on Parent Mail we will already have your details, so you do not need to do this.

We are already very busy planning for your child's transition and over the coming weeks we will be contacting your child's nursery so we can start to gather as much information about them before we meet. We will also be sending out information packs and forms via email for you to fill in electronically for your child. We are unable to send out this important information unless we have your email address.

We would like to invite you to a **Parent Information evening on Wednesday 7th June at 5:15pm** at Chapelford Village Primary School, entrance via the community hall. At the meeting you will be able to meet the EYFS staff, find out what happens on a typical day in EYFS and find out key information about your child starting school in September. There will be some time at the end for you to speak to a range of staff and ask any questions you may have. There will also be information available on school dinners, school uniform, the school office and wraparound care. If for any reason you are unable to attend the meeting could you please let us know by sending an email to office@chapelfordvillageprimary.co.uk. We will also provide a copy of the presentation from the meeting on the school website on the New Starters tab for you to watch at your convenience.

We will be inviting you into school with your child on **Wednesday 5th July** in a small group to see the classrooms, meet your child's teacher and meet some of the other children who will be starting in September. We found this to be very beneficial for the children in previous years and much more settling for them to spend time with their teacher and new classroom in a smaller group. We will also be inviting you into school for a stay and play session and teddy bears picnic **Monday 17th July**. We will outline further details of these visits including transition plans and dates for September at the Parent Information evening. We will send out a letter with the specific times for your visits and



the details of your child's class teacher once we have received all information from your packs and the children have been allocated classes.

As a school, we are very lucky to have a very detailed and supportive school website, which you may find useful as a starting point in getting to know the school. You can also follow us on Facebook and Twitter where you will really see the daily life of the school in action. Our website (**Parents Tab – Admissions Section**) currently contains some useful resources for you in the "**New Starters information**" section which will have all the information, guidance and support for your child starting school with us.

If you have any general questions or concerns in relation to your child starting with us please email these in the first instance to office@chapelfordvillageprimary.co.uk. We will endeavour to get back to you or sign post you to appropriate support as quickly as we can.

Kindest regards,

Mrs J Hewson
Headteacher

Miss L Saxon
EYFS Lead Teacher
Ref : Parent Governor Election February 2023