

ST CHAD'S PATCHWAY CE VC PRIMARY SCHOOL

Headteacher: Mrs S Jenkins
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Cranham Drive
Patchway
South Glos
BS34 6AQ

Friday 26th May 2023

Re: New Reception Class Transition

Dear Parents and Carers,

We are delighted to have received confirmation from South Gloucestershire County Council that you have been offered a reception place for your child for admission to our school in September 2023.

Everyone here at St Chad's Patchway C.E. Primary welcomes you and your family to our school and wish you a long and fruitful relationship with us. It is our intention to work in partnership with you in order to provide the very best all round educational opportunities for your child and ensure that we deliver our vision for every child, 'Learning to love, loving to learn'.

Educating children is most successful when families and schools work together in partnership so we welcome your input and assistance in supporting your child's learning. Valuing education and the opportunities it provides are important first steps. We are hopeful that you will find the time to participate in some of our school activities and events, both now and in the future.

There are plenty of opportunities for you to get involved in the life of the school. We are always in need of parent helpers so if you would like to volunteer to help out, please contact the school office. We also have the Friends of St Chad's School, which you could become involved with if you are able to spare us some of your time.

Communication

We try to be as paper-free as possible so most correspondence will be sent via Class Dojo (our communication system that enables parents and staff to maintain home-school links and keep up-to-date), email or text (linking to our school website).

Our school email address is admin@stchadsprimaryschool.co.uk
Our school website is <https://www.stchadsprimaryschool.co.uk/>
The school office number is 01454 866523. You may leave messages on the school answerphone if needed. Trish Sutton and Beth Wyatt work in our school office between 8.30am and 4pm.

Shortly, you will receive information about how to set up Class Dojo to enable you to communicate with the class teacher.

Our Reception Team

I would like to introduce you to our Reception team.



				
Miss Hannah Lewis Reception Teacher	Lynsey Wing Teaching Assistant/Nursery Nurse (Monday, Tuesday and Wednesday)	Mrs Lynne Rogers Higher level teaching assistant working with Reception on a Wednesday, Thursday and Friday	Emma Green Special Needs Teaching Assistant	Jamie Morris Teaching Assistant

Special Educational Needs

If your child has additional needs, please contact our Inclusion leader, Mrs Venessa Harvey via the school email (admin@stchadsprimaryschool.co.uk) to arrange a meeting to discuss their needs and any additional support that may be needed during the transition period and beyond.

What happens next?

Timescale	Event	Further information
Monday 19 th June	Stay and Play with one parent/carer. 11-12	Please confirm attendance. Miss Lewis and her team will meet with you at the green gates outside the office entrance at 11am – this is the usual drop off point at the start of a school day.
Tuesday 27 th June	Welcome meeting for parents/carers only. 5pm – 6pm	Please confirm attendance. At this meeting, we will provide you with the chance to hear from the Reception Class Teacher, the wider team, representatives from the School Governors, the Friends of the school (PTA), other groups that are either linked to the school or are useful to know about and myself. The aim of this meeting is to meet other parents, meet the adults supporting your children, talk through the start arrangements, general things you will need to know and a chance to answer any specific questions you may have. There will be a chance at the meeting to buy a new book bag provided by the Friends at a subsidised cost of £2.00 (you can buy these bags in September as well).
Friday 30 th June	Please make sure that we have received your transition paperwork (attached to the email) by 3.30pm today. We also need to see an original copy	If you would prefer a printed copy of the email, please pop into the school office to request one.



Healthy School



	of your child's birth certificate.	
Wednesday 5 th July	Stay and Play (Children only) 11-12	Please confirm attendance. Miss Lewis and her team will meet with you at the green gates outside the office entrance at 11am – this is the usual drop off point at the start of a school day.
Thursday 13 th July	Stay and Play (Children only) 4pm-5pm	Please confirm attendance. Miss Lewis and her team will meet with you at the green gates outside the office entrance at 4pm – this is the usual drop off point at the start of a school day.
Monday 4 th September and Tuesday 5 th September	1:1 meetings in school with Miss Lewis.	You'll be able to sign up for a meeting at the Welcome meeting on 27 th June.
6 th , 7 th and 8 th September	9.10am - 11.30am – Children in Cabot and Brunel House to attend school on 6 th , 7 th and 8 th September. 1pm - 3.20pm – Children in Banksy and Wesley House to attend school on 6 th , 7 th and 8 th September. We will notify you of the House Team that your child will be allocated to in another email as we are unable to provide lists due to GDPR.	
Week commencing 11 th September	All children in for the morning and lunch - 9.10-12.30.	
Week commencing 18 th September	Children in full-time.	All children attend full-time at this point unless an extended transition period is agreed by the parent/s and the school.
Tuesday 19 th September 5pm-6pm	Reception Curriculum Evening (Parents/Carers only).	

Of course, all of these events prior to 1st September are optional to attend. We have included these opportunities to help improve transition and enable you and your child to get to know St Chad's.

We would say that **at least one Stay and Play** for the children to meet their teacher/some of their class and the information evening on **Tuesday 27th June** are the **priority if possible**. Please return the transition paperwork also attached to this email by 3.30pm on Friday 30th June.

As part of our process of smooth transition for your child, we aim to meet with as many **pre-school** settings as we can and will liaise with all pre-school settings to ensure all pertinent information is passed to us in advance, enabling your child to begin here at St Chad's with the best possible start. This process is made more straightforward if you let us know which pre-school your child has attended so that we can make the appropriate contact.

Uniform

There will be a need to order uniform ready for September and you may wish to consider ordering sooner rather than later as it can take a while.

The school uniform can also be purchased through any high street supplier as well as from our own suppliers, Linela (Olveston) or Monkhouse (Stoke Gifford). For specific information about our school uniform, please see our website <https://www.stchadsprimaryschool.co.uk/uniform/>.



Linela website:



<https://www.linelashop.co.uk/product-category/schools-embroidery-for-uniforms/st-chads-primary-school/>

Monkhouse website: <https://www.monkhouse.com/>

The Governors, teaching staff and I, have every intention of providing you and your child with the kind of support that will make the years your child is with us, some of the best of their lives. Here at St Chad's, we believe education is life long and a team effort from everyone involved in each child's life. As such, we are looking forward to working with you and your family to create the very best primary experience for your child.

Warm wishes from everyone at St Chad's.
Mrs Steph Jenkins, Headteacher

St Chad's Patchway C.E. Primary School – Planned Introductory Activities & Events

Please tick the boxes against the events you will be attending and return the slip to the school office as soon as possible. Alternatively, you can email us at admin@stchadsprimaryschool.co.uk or text us on 07786201169 to confirm your attendance. Please be sure to give your child's name when contacting us.

Monday 19 th June - Stay and Play with one parent/carer. 11-12	<input type="checkbox"/>
Tuesday 27 th June - Welcome meeting for parents/carers only. 5pm – 6pm	<input type="checkbox"/>
Wednesday 5 th July - Stay and Play (Children only) 11-12	<input type="checkbox"/>
Thursday 13 th July - Stay and Play (Children only) 4pm-5pm	<input type="checkbox"/>

Name of Child: _____

Name of Parent/s: _____

Contact number/s: _____

Email: _____

Name of Pre-School (if applicable): _____

