

Charter Primary School
Wood Lane
Chippenham
Wiltshire
SN15 3EA



Headteacher:
Mrs Flack
BA (hons) Education/Music

29th April 2020

RE: Reception Starter 2020

Dear Parents, Carers and Children,

Firstly, we would like to wish you and your family well during these unprecedented and challenging times and hope you are managing to stay safe.

We are delighted that you have chosen a place for your child with us here at Charter Primary School. We look forward to meeting you in the near future and welcoming you into our school community.

We understand that starting school is a big milestone for both children and their families, one that should be cherished and very much looked forward to. Such a big change however can often bring difficulties with it, emotionally and physically. We want to assure you that we are here to give the best support to you and your child at every step of the way to ensure a calm, relaxed and confident learning environment.

With the current school closures in place, you may well be feeling anxious about how the transition process will work. In line with government guidelines, our usual way of working is changing to adapt to the current situation. Regrettably, this means we will not be able to host a face to face Parent Induction meeting at this time.

This meeting is usually the first opportunity for us to formally welcome you to our school, offer information about how the school and Sunshine class are run, collect your '2020 Starter Packs' and discuss any questions you may have, as well as having the chance to meet other parents of new starters. The information provided at this meeting is essential to help you and your child feel comfortable and confident about the next steps ahead.

As we will not be able to hold a parent meeting until the government provides guidelines for schools reopening, we will be using our school website to provide parents and children with the necessary information and resources in the first instance. A copy of our Starting School Frequently Asked Questions document will be uploaded, along with a copy of our 2020 Starter Pack including forms that you will be required to complete and return. Please follow the link below to access this information.

<https://www.charter.wilts.sch.uk/curriculum/early-years/>

You can download Word copies of the forms to complete online and return to us via email at admin@charter.wilts.sch.uk. Alternatively, if you would prefer a paper copy to be posted or a copy to be emailed directly to you, please contact let us know. Completed forms must be returned no later than Monday 11th May 2020.

Create, Discover, Succeed, Together

Once we have received your completed data collection forms, we will add you to our parent communication system, ParentMail, so that you begin to receive school notifications and communications.

We have included within the Starter Packs a letter to children from 'Ping', our school mascot. Ping is widely featured around the school and helps us to inspire our motto of 'Create, Discover, Succeed, Together'. Ping has included photos of key staff members and areas of the school that we feel the children will benefit from familiarising themselves with, especially during these difficult times where traditional settling-in periods are changing. Please share the letter and photos with your children, we hope it will help to make them feel excited about coming to be a part of our wonderful school.

Attached to this letter is a copy of our proposed Induction schedule. We are trying to plan for all eventualities in this current situation, so we have included two sets of dates, Plan A for schools returning in Term 6 prior to the summer holidays and Plan B for schools returning in September 2020. Please note, these dates may be subject to change but we will ensure we keep you updated with any changes to either set of induction schedules as and when we know more.

Both schedules will give parents the opportunity to explore our classroom environment together with your child, in addition to sessions where children will play alongside their new Sunshine class peers whilst parents take the opportunity to meet other Sunshine class parents for coffee and cake. Mrs Adams will also provide an informal induction information session with parents in the school hall.

We have a wealth of experience with transition and would like to encourage you to get in touch with us about any specific concerns or queries you may have. Mrs Adams can be contacted directly at eyfs@charter.wilts.sch.uk and would love to hear from you.

In the meantime, stay safe and well. We look forward to seeing you soon.

Yours sincerely

Mrs S Flack
Head Teacher

Mrs L Adams
Sunshine Class Teacher

New Starter Induction Dates 2020 - Plan A

If school reopens during the final term, the induction plan will be as follows:

| Dates for Induction | Session/Details |
|--|---|
| Tuesday 7th July 10am – 11am | Stay and Play Parents to stay with their children while they play in Sunshine Class and explore the class environment. |
| Thursday 9th July 1:30pm – 2:30pm | Play session for new starters in Sunshine Class. Tea and coffee for parents in the hall. Mrs Adams will lead an Induction Information session and will answer any questions regarding starting school. |
| Tuesday 14th July 9:30 – 11:30 | New Class morning across the school Parents can drop children off and our new Sunshine's can spend the session getting to know their peers, playing and generally settling in to their new class. |
| <u>Week One Induction</u> Monday 1st September – TD DAY Tuesday 2nd September – TD DAY Wednesday 2nd September – 9pm – 12pm Thursday 3rd September – 9pm – 12pm Friday 4th September – 9pm – 12pm | This week the children will spend 3 mornings in Sunshine class from 9 – 12 with their whole class. |
| <u>Week Two Induction</u> Monday 7th September – 9am – 12pm Tuesday 8th September – 9am – 1pm Wednesday 9th September – 9am – 1pm Thursday 10th September – 9pm – 1pm Friday 11 th September (FULL TIME) - 9am – 3:15pm | From Tuesday, your children will be staying for lunch. All children are entitled for a free school meal so they do not need to bring a packed lunch. Please note, our first full day is Friday 11 th September. |

New Starter Induction Dates 2020 - Plan B

If school does not reopen until September 2020, the induction plan will be as follows:

| Dates for Induction | Session/Details |
|--|--|
| Thursday 3 rd September 10am – 11am | Stay and Play Parents to stay with their children while they play in Sunshine Class and explore the class environment. |
| Friday 4 th September 1:30pm – 2:30pm | Play session for new starters in Sunshine Class. Tea and coffee for parents in the hall. Mrs Adams will lead an Induction Information session and will answer any questions regarding starting school. |
| <u>Week One Induction</u> Monday 7 th September – 9am – 12pm Tuesday 8 th September – 9am – 12pm Wednesday 9 th September – 9pm – 12pm Thursday 10 th September – 9pm – 12pm Friday 11 th September – 9pm – 1pm Today we will have lunch together. | This week the children will spend 4 mornings in Sunshine class from 9 – 12 with their whole class. Friday will be their first day of staying for lunch. All children are entitled for a free school meal so they do not need to bring a packed lunch. |
| <u>Week Two Induction</u> Monday 14 th September – 9am – 1pm Tuesday 15 th September – 9am – 1pm Wednesday 16 th September – 9am – 1pm Thursday 17 th September – 9pm – 1pm Friday 18 th September (FULL TIME) – 9am – 3:15pm | This week the children will be in for lunch every day. Please note, our first full day is Friday 18th September. |