St Ives Infant School



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St Ives

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Headteacher: Miss J Dean

28 April 2016

Dear

**Admission to Reception September 2016**

Thank you for applying for a Reception place for…… at St Ives Infant School. Cornwall Council has confirmed that a place has been allocated for….. and I look forward to welcoming him/her into our Reception year in September and working closely with you in the years ahead.

In September there will be two Reception classes and children will be placed in the classes to create a balance of age and gender. We also take account of the children’s friendships and liaise with the nurseries which they attend to achieve this.

All the Reception children are able to attend school full-time from September. We are very aware of the needs of the younger children and I am confident that our Reception classes are able to provide the experiences, classroom environment and adult support which the children need, however children can attend school part-time initially, if you wish. We are happy to be very flexible in our arrangements and if you would like to discuss your child attending part-time please contact the school.

We have an induction period for all the children at the start of term. They only attend in the mornings for the first week. This is followed by two weeks where they have dinner and then go home and then, in the third week, they begin to stay for the whole day.

## Parents’ Meeting: Thursday 9th June at 2.00pm or 6.30pm

I would like to invite you to attend a meeting to meet the Reception staff and talk through the school’s routines and the experiences which the children will encounter during their Reception year. At this meeting we will give you an information pack which will include details about your child’s class and teacher.

The meetings will be held at two times on the same day and I hope that it will be convenient for you to come to one of them. We will be providing a crèche for pre-school children within our school nursery. If you would like your child to join this, while you attend the meeting, please ring or email to let us know in order for us to arrange the appropriate level of staffing.

Later this term, we will be arranging a number of play sessions to enable the children to meet their teacher, and spend time in their classroom, to help with the transition into school. We are also holding an open evening for the whole school on Monday 4th July from 5.30 pm until 6.30 pm to which you are invited.

You are very welcome to visit the school before this time to look around. If you would like to do this please contact Mrs Stevens, our school secretary, to arrange a suitable appointment. If there is anything which you would like to know about……starting school please do not hesitate to get in touch.

Yours sincerely,

Miss J Dean

Headteacher