

To all Parents/Carers of Pupils offered a place at The Lanes Primary School at the beginning of the 2017 Autumn Term

Dear Parents/Carers

24 April 2017

We are delighted that you have been successful in obtaining a place for your child at our school, starting in September 2017. As outlined in the attached letter College House Primary and Meadow Lane Infant Schools will be amalgamating to become a new primary school from September 2017. The new school will be known as 'The Lanes Primary School' with the College House site as a base for all Year 2 to Year 6 children and the Meadow Lane site as a base for all Reception & Year 1 children.

We wish to invite the new children and parents/carers to a series of visits during the summer term. The visits are organised to welcome your child to our school and to help familiarise themselves with their new surroundings at the Meadow Lane site. Your child will also meet their new teacher and visit their classroom. Please find below details of the visits:

Wednesday 10 May 2017 - 6.30 pm - New Parents Evening - "Getting your child ready for school". There will also be an opportunity to have a look around school and have a coffee and chat with the staff. (No children at this meeting please).

Wednesday 12 July, Thursday 13 July & Friday 14 July 2017 - 9.00 to 11.00 am OR 1.15 pm to 3.15 pm - Children come into school for two hour visits (for 3 consecutive days), meet their teacher and new classmates. They will also have a tour round school and meet the other children and staff. (Parents/carers do not stay with the children). *Please note our Foundation Stage staff are currently preparing visits to nurseries & pre-school settings. During these visits they will meet the children & staff and following this we will contact you again to confirm if your child will be visiting in the morning or afternoon.*

Friday 14th July 2017 - 10.00am or 2.15pm - Parent/Carers information meeting in the school hall with Mrs J Revill (Executive Head Teacher). You will also be provided with a welcome pack of information regarding the school.

Please find enclosed a contact form that should be completed and returned to school as soon as possible. Can you also bring a copy of your child's birth certificate to the school office or bring the original for us to take a copy.

Continued overleaf.....

The first few days at school for any child can be quite tiring therefore we intend to gradually increase the length of time the children spend in school. This will ensure a smooth transition for the children and the provisional organisation for this is shown below.

As you will see below, the visits from Wednesday 6 September 2017 up to and including Friday 8 September 2017 show both morning and afternoon visits. As mentioned above, this is because our Foundation Stage staff will be visiting all the pre-schools in the next few weeks which enables and assists us in making informed decisions about which class your child will be placed in. Therefore until the class allocations are finalised we cannot tell you whether your child will be visiting in the morning or afternoon on these first few days. We will confirm this with you as soon as possible but thought it useful to inform you of proposed times at this early stage.

Wednesday 6 September 2017

Thursday 7 September 2017

Friday 8 September 2017

(Children to attend on all the above dates and will be in their class from 9.30 am to 11.30 am OR 1.15 pm to 3.15 pm - which we will confirm asap)

Monday 11 September 2017 - 9.15 am to 1.15 pm - ALL children attend at this time, they will be in their class and stay over the lunchtime period (choice of school dinner or packed lunch).

From Tuesday 12 September 2017 onwards normal school days - 8.55 am (doors open at 8.50 am) to 3.20 pm (choice of school dinner or packed lunch).

As you may be aware parking is very limited around Meadow Lane, so where possible we ask you to walk to school. **However, if you do need to drive, the Beekeeper Pub allows minimal parking towards the rear of the car park (adjacent to Queens Road West) do not park near the entrance as they do issue fines if not using the pub.**

Please do not hesitate to contact me if you require further clarification regarding the above arrangements or if you need any further support or advice. If for any reason you no longer require the place offered for your child at our school, can you please let us know immediately, thank you.

Yours faithfully

Joanne Revill

Executive Head Teacher