



Meadow Lane Infant School

Meadow Lane, Chilwell, Nottingham NG9 5AA

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College House Primary School

Cator Lane, Chilwell, Nottingham NG9 4BB

Tel: 0115 9138558 / 9138562

Website: www.collegehouse.notts.sch.uk

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Executive Head Teacher: Mrs J Revill
Head of Foundation and Key Stage 1: Miss A Hodkin
Head of Key Stage 2: Mrs M Brown

10th July 2017

Dear Parents/Carers

Transition and Open Evening

Just a quick reminder of the arrangements in school this week.

The children will be visiting their new classes for 3 days from Wednesday 12th – Friday 14th July 2017. You will need to drop off and pick up as if they have already moved into their new classes.

Current Reception children will move to Year 1 on the **Meadow Lane site** so they will need to be dropped off at 8.50 am and picked up at 3.20 pm. In the mornings the doors will open and you can bring the children into school. The teachers will be there to meet you and the entrances will be signposted. At the end of the day the children will be brought out onto the playground to you.

Current Year 1 children will move to the new build year 2 classrooms on the **College House site**. They can be dropped off between 8.50 am-9.00 am and picked up from 3.20 pm. In the mornings the doors will open and you can bring the children into school. The teachers will be there to meet you and the entrances will be signposted. At the end of the day the children will be brought out onto the Y2 unit playground to you.

Current Year 2 children will move to the **College House site** and will need to be taken onto the lower playground for 8.50 am to line up with their new classes. The children will need to look for their new teacher. Children will need to be picked up at 3.30 pm on the lower playground.

Current Year 3 – 5 children will stay on the College House site and will line up at the normal time but in their new classes. Going home arrangements will remain as they are now.

The Year 6 children who are going to Chilwell will be visiting there for the three days. Any Year 6 children not going to Chilwell should line up separately on the playground on these days and provision will be made for them in school.

Teachers will be available after school on all transition days

.....continued overleaf



Note to remember:

- Mrs Herbert's new Year 5 class will be taken by Mrs Pennington due to Mrs Herbert's injury. We are hoping that Mrs Herbert will be able to visit her new class before the end of term.
- Miss Culverhouse will be able to be with us on Thursday afternoon and Friday due to commitments at her present school. Mr Poole will take her class on Wednesday and Thursday morning.
- Miss Hodkin will not be available on the transition days but Mr Osborne will be in their class for the 3 days

Current Year 1 & Year 2 Parents Information Evening

We are holding a parents information evening on Tuesday 11th July between 6.00 pm – 7.00 pm in the school hall. Following this meeting, you will be able to have a look around school and meet your child's new class teacher.

Open Evening

Don't forget to come and see us on the Open evening on Thursday 13th July from 4.00 pm -6.00 pm. This is a chance for you to come and look at the children's work and to discuss the report if you need to. There are no appointments so just pop along when you can. The table below shows where staff will be on the Open Evening, they will be in their current classrooms.

Meadow Lane site	College House site
Mrs Darke, Miss Jowett, Miss Tewson, Mrs Roy, Mr Osborne, Mrs Johnston, Miss Ziesler and Mrs Wignell.	Mrs Brown, Mrs Baker, Mr Poole, Mrs Verey, Mrs Tasker, Mrs Sherwin, Mrs Harris, Miss Culverhouse, Miss Boyle, Mr Nunez, Mr Wilkins, Mrs Shanks, Mrs Ward and Mr White.

The staff are really looking forward to getting to know their new classes. Please make sure that you also come and say hello to your child's new teacher.

Kind regards



Joanne Revill
Executive Head Teacher