Dear Parents and carers,

We would like to inform you about the settling in plans for your child in September.
There will be two classes in Reception. Once the children are settled into school and the staff have got to know them, we will allocate your child a class and inform you. We anticipate this will happen the week commencing 15th September.

Transition

We have arranged some short familiarisation sessions for your child to help them with their transition into school. We feel this is a vital step which will help make their start to school happier and smoother. The purpose of these sessions is that your child can get to know the staff in Reception, have a short play in the classrooms and begin to understand some of the routines (such as where they hang their coat each morning and where they will put their water bottle etc.)

The children will be entering school without their parents and they will be in groups of 30. Staff will welcome your child in from the shutters in the Reception playground.
Your child's transition dates and times will be on:

- **Tuesday 2nd September** **2.00-3.00 pm**
- **Wednesday 3rd September** **1.30-3.10 pm**
- **Thursday 4th September** **1.30-3.10 pm**

Your child will then do one session **where they will stay for lunch**:

- **Friday 5th September** **8.40-12.30 pm**

Your child's first full school day will be on **Monday 8th September.** The school day is **8.40am-3.10pm**.

Please ensure you are on time and keep to the given times as we have planned them around the whole school start of the day, lunchtimes and home times.

We are confident that the steps we are taking to support your child into Reception, will be a good start to their school life. If you have any queries, please do not hesitate to contact the school office (office@alwoodley.net)

Yours sincerely,
Mrs Gillatt (EYFS Lead) and the Reception team