



# COPNOR PRIMARY SCHOOL

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Headteacher: Matt Johnson BA (Hons.) QTS

Deputy Headteacher: Lizzie Shackelford PGCE QTS MA Ed.

6<sup>th</sup> June 2022

Dear Parents and Carers,

## **Welcome to Year R (EYFS)**

We are delighted that you have chosen Copnor Primary School and your child will be joining our school in September. Starting school can be an anxious time for everyone and to make the start as easy as possible this welcome letter will set out the events that will take place before the end of this academic year and what will happen in September.

We carefully plan the induction programme for our new EYFS children to reflect current best practice and to ensure the whole process is as smooth as possible for every family. We are keen to reflect the needs of each child and family within an effective induction programme. Our priority is to plan opportunities to establish the strong relationships between home and school that are so important within primary education, through getting to know each child as an individual. We will also be in contact with your child's current nursey provider to ensure that all information is passed onto us.



## **Admission Information:**

As you applied for a place at our school through the Portsmouth City Council Admissions Team, some basic information about your child has now been shared with us. We hope to collect further information from you during our induction programme, to support our admission arrangements and to promote a positive transition from your child's current setting.

In addition, our staff will liaise with your child's current nursery provider to discuss their learning and progress, as well as their general development and you might be surprised at the amount that continues very similarly to nurseries. Clearly there are differences, but we're very aware that the children are still only 4 and so changes are planned and phased in over time.

As part of the registration process, we will also need to see your child's birth certificate when they start in September so that we can make a photocopy for your child's school records. Please bring this to the school office when you return your completed registration forms.



## **Events before September:**

### **Induction Meeting for Parents – Wednesday 14<sup>th</sup> June – 6pm**

We have planned an Induction Meeting for parents and carers to introduce you to key members of our school team and provide you with practical information to help your family prepare for the start of your child's school year. The meeting will be held on Wednesday 14<sup>th</sup> June and will begin at 6pm and last for approximately 1 hour.

Please arrive up to 15 minutes early for the meeting via the main reception gate on Copnor Road as you will have a chance to talk to staff, governors, and other new parents. We are requesting where possible, that children do not attend this event as the information shared at this meeting is aimed at you, there are opportunities for your child to attend events as set out below.

As part of this meeting, there will be a chance for a tour of the Key Stage 1 building to see the Early Years area and classrooms.

### **Come and Play Session with you child – Tuesday 20<sup>th</sup> and Tuesday 27<sup>th</sup> June 4pm to 4.45pm**

Our Year R team will open the classrooms on Tuesday 20<sup>th</sup> and Tuesday 27<sup>th</sup> June to enable you to visit with your child and allow them to become familiar with the classrooms, resources and meet the teachers. The sessions will run from 4pm until 4.45pm.

**Please only attend one of these sessions. You are not required to inform the school prior to the session that you will be attending.**

### **Stay and Play days for Children – Monday 3<sup>rd</sup> and Tuesday 4<sup>th</sup> July, 9:30am to 2:30pm**

In line with all children moving schools across the city, we would like to invite you and your child to spend some time with us on either Monday 3<sup>rd</sup> or Tuesday 4<sup>th</sup> July so they can become familiar with our school staff and buildings. There will be four, one-hour sessions throughout each day:

- 9:30am – 10:30am
- 10:30am – 11:30am
- 12:30pm – 1:30pm
- 1:30pm – 2:30pm

These sessions will be a chance for you to come into school with your child, to see their classrooms, meet other children and parents who will be in their year group, and have a play with some of the equipment that will be used when they start school.

Some of your children will be brought to these sessions by your child's nursery setting and they will inform you of the arrangements. For those parents where the nurseries will not be bringing your child, we will be contacting you shortly to arrange a suitable time to bring your child to school on one of the allocated time slots.

## **September Arrangements:**

The new school year officially starts on 4<sup>th</sup> September 2023 and our transition arrangements for you will take place from this date. At the time of writing this letter, we cannot confirm exactly what day or time the following events will take place, this is due to not yet meeting all the Nursery providers to organise the classes for next year. This meeting is due to take place on Wednesday 7<sup>th</sup> June and as soon as we can confirm the arrangements, they will be emailed to you. Below sets out what you can expect your child to experience between Monday 4<sup>th</sup> September and Friday 15<sup>th</sup> September.

### **Inspire Days – Monday 4th – Friday 8<sup>th</sup> September.**

During this week we will hold a series of 'Inspire Days' for you and your child. Your child's Inspire Day will involve a home visit in the morning from your child's Class Teacher and Teaching Assistant for approximately 30 minutes, followed by a chance for your child in the afternoon to visit their classroom and meet other children. Parents can return home or will be able to come to the hall for tea/coffee and have an opportunity to speak to members of the Pastoral, Senior Leadership and Admin Team. At the same time, complete any outstanding forms still required for your child to start school in September.

### **School Transition and Induction visits – Monday 11<sup>th</sup> – Friday 15<sup>th</sup> September.**

During this week your child will transition into full time education through a series of induction visits which will allow each child to experience morning, afternoon and lunchtime sessions before attending a full day. An example timetable is shown below.

<b>Day</b>	<b>Child A</b>	<b>Child B</b>
Monday	9am – 11:30am	12:30pm – 3:00pm
Tuesday	12:30pm – 3:00pm	9am – 11:30am
Wednesday	9am – 12:30pm (includes lunch)	1:00pm – 3:00pm
Thursday	1:00pm – 3:00pm	9am – 12:30pm (includes lunch)
Friday	9am – 3pm	9am – 3pm

### **From Monday 18<sup>th</sup> September**

All children will be in school full time (8:35am until 3:15pm).

### **School Uniform:**

As you know, we pride ourselves on securing high standards at Copnor Primary School in every aspect of our provision. Our children look and feel smart in their school uniform and full details of our uniform can be found on our school website. Uniform items with the school logo can be purchased directly from Hargreaves online at <https://www.hargreavespromotions.co.uk/>, or at their shop Portfield Corner, Portfield Road, PO3 5GP. Alternatively, from Penelope Ann online at <https://pa-schoolwear.co.uk/>, or at their shop 34-36 Tangier Road, Baffins, PO3 6JN.

Examples of our uniform will be on display at our Induction Meeting for Parents on 14<sup>th</sup> June 2023.

Our induction programme is planned to help your child to feel as confident as they possibly can when they join our school community. We look forward to welcoming you to our Induction Meetings on Wednesday 14<sup>th</sup> June where we will be pleased to answer any further questions you have, and then your child joining us for their play and stay sessions on Monday 3<sup>rd</sup> and Tuesday 4<sup>th</sup> July.

We really value strong links between home and school as they have such a positive impact on children's education. Please accept my sincerest wishes that this will be the start of a productive and happy seven years for your child. It is a super school; I am immensely proud to be the Headteacher with a staff team that care very deeply for the children. I hope you love it as much as I do!

Yours sincerely,



Mr Matt Johnson  
Headteacher