



Repton Manor Primary School

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www.reptonmanorprimary.co.uk
Phone 01233 666307



Acting Headteacher Louise Summers
Assistant Headteacher Samuel Graham
Chair of Federation Wayne Wills

Dear Parent/Guardian,

We are delighted to welcome your child to Repton Manor Primary School.

Included with this letter is a checklist for parents to complete for your child's admittance.

If you have not already done so, please send a copy your child's original full birth certificate to sbm@reptonmanor.kent.sch.uk. We will also need copies of the following documentation for proof of your child's main address:

- A utility bill and
- Bank or credit statement
- And a child tax and working tax credit letter, the child's medical card or a letter from a medical centre, hospital or GP, a letter from your child's nursery or playgroup, or a bank statement of savings account in your child's name.

These documents should not be more than three months old. We will need to see all three of these documents for every child that is being admitted, even those who have siblings at school already. If you are unable to provide the above documents, to prove your child's only or main residence, the local authority has the right to reallocate your child's place.

Included with this letter, you will find the following:

- Parent 'To do List'
- Child Welcome Letter

Please also feel free to visit our website, <https://www.reptonmanorprimary.co.uk/>

Here you can find:

- Useful information about our learning and our school day
- Extended Care Provision
- School policies
- School term dates
- School menu
- Uniform provider
- Applying for pupil premium or free school meals
- How we communicate – Tapestry

We appreciate this is a great deal of administration, but is necessary to ensure a smooth transition for your child and will only need completing once.

We are looking forward to meeting you and your child and welcoming you into the Repton Manor family. Should you have further questions or would like help completing any of the above, please do not hesitate to contact school office.

Yours faithfully,

Vikki Reeves
Business Director
Lightyear Federation