



# Repton Manor Primary School

Repton Avenue, Ashford, TN23 3RX  
 office@reptonmanor.kent.sch.uk  
 www.reptonmanorprimary.co.uk  
 Phone 01233 666307



Acting Headteacher  
 Assistant Headteacher  
 Chair of Federation

Louise Summers  
 Samuel Graham  
 Wayne Wills

## To do list for parents

To action as soon as possible, before your child starts at Repton Manor Primary School

To Action	Completed
1. <b>Full Birth Certificate</b> (please email – <a href="mailto:sbm@reptonmanor.kent.sch.uk">sbm@reptonmanor.kent.sch.uk</a> )	
2. <b>Proof of address</b> (for parent and child, send via email or bring in – documents must be dated between November 2025 – March 2026)	
3. <b>Arbor Parent Portal</b> (sign up via welcome email, app also available to download)	
4. <b>Arbor – action all below, a-i</b> (see user guide: <a href="https://support.arbor-education.com/hc/en-us/articles/360020147458-Log-into-the-Parent-Portal-and-the-Parent-App#what-is-the-parent-portal--0-0">https://support.arbor-education.com/hc/en-us/articles/360020147458-Log-into-the-Parent-Portal-and-the-Parent-App#what-is-the-parent-portal--0-0</a> )	
a. <b>Pupil name</b> (check this is correct according to birth certificate, including any middle names)	
b. <b>Ethnicity</b>	
c. <b>Religion</b>	
d. <b>Language</b>	
e. <b>Student's home address</b> (check this is correct)	
f. <b>Family, Guardians &amp; Contacts</b> (we need at least 2 emergency contacts for your child, including phone number) <i>Please note that contacts added here will by default not be considered primary or legal guardians. If you want the guardian you are adding to be set primary or legal guardian, please contact the school office.</i>	
g. <b>Dietary requirements</b>	
h. <b>Medical</b> <ul style="list-style-type: none"> <li>- Add Doctor – Must be added for ALL pupils</li> <li>- Add Allergy (only if your child has one)</li> <li>- Add Medical Condition (only if your child has one)</li> </ul>	
i. <b>Consents</b>	
5. <b>Uniform</b> – to order uniform visit <a href="https://price-buckland.co.uk/">https://price-buckland.co.uk/</a>	
6. <b>Pupil Premium</b> – please check your eligibility <a href="https://apply.cloudforedu.org.uk/ofsm/kent">https://apply.cloudforedu.org.uk/ofsm/kent</a>	
7. <b>Breakfast and After School Club</b> – please contact the school office if this is required	

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
- Term dates
- School menu

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 welcoming you and your child into the Repton Manor family.

Kind regards,

**School Office**

**Email:** [office@reptonmanor.kent.sch.uk](mailto:office@reptonmanor.kent.sch.uk)

**Web:** [www.reptonmanorprimary.co.uk](https://www.reptonmanorprimary.co.uk)