



# Repton Manor Primary School

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Executive Headteacher	Matt Rawling
Head of School	Jackie Chambers
Deputy Headteacher	John Page
Chair of Federation	Wayne Wills

Dear parent/carer,

I am writing to tell you how pleased we are that your son/daughter has been offered a place at Repton Manor Primary School for September. With 60 families selecting Repton Manor Primary School as their first choice we are delighted to be able to welcome you to our School. I have no doubt that before we know it September will be upon us, and in preparation for this exciting time, we have arranged for you and your child to get to know us first. Research shows that the more opportunities that your child has to visit the school, the quicker they will settle in and the better they will do. For this reason, we strongly encourage you to seize every opportunity we offer you to visit us. Details of our starting school programme are explained in this letter.

Included with this information pack, you will find the following:

- A letter to your children from myself and Mr Rawling
- Admission forms
- A photo consent form
- A letter about our Online Learning Journal, Tapestry – with a consent form
- A letter for sign-up to benefits related Free School Meals, if you are eligible
- Term dates
- Extended Care booking form and agreement
- A booklet about starting school in September

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

Here you can find:

- A page assigned to your child's transition into Repton Manor Primary School – <https://www.reptonmanorprimary.co.uk/our-children/joining-our-repton-family/joining-us-in-reception/>
- Useful information about our learning and our school day
- School policies
- School calendar and term dates
- School menu
- Uniform provider
- How we communicate – Tapestry and Arbor
- Hard copies of all admission or school related forms

We appreciate this is a great deal of paperwork, but it 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 attached paperwork in this pack, please do not hesitate to contact me.

Kindest regards,

Jackie Chambers  
Head of School

## **Important Dates for your diary**

### **Welcome evening for parents and document check: Monday May 15th 4pm – 5.30pm**

On **Monday, 15<sup>th</sup> May 2023 at 4.00pm- 5.30pm** we will be holding a welcome evening and document check where you will be able to find out all about the school and our services; such as wrap around care, caterers, and school clubs. You will also be able to try on and order uniform. **It is essential for Parents/Guardians to attend this meeting as we will only be able to check and accept admissions forms and legal documentation at this time.**

Included with this information pack are the forms which you will need to complete for your child's admittance. Please bring them, along with the original of your child's full birth certificate, to the meeting on Monday 15<sup>th</sup> May. We will also need to check 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. We urge all parents to attend as we will share important information in preparation for your child starting with us.

Some children will be eligible for Pupil Premium and Free School Meals and they may also qualify for the Holiday Activity and Food programme. We encourage you to check your eligibility here: <https://www.kent.gov.uk/education-and-children/schools/free-school-meals>. We can also help with this at our Open Evening.

### **Nursery Visits: 26<sup>th</sup> June – 30<sup>th</sup> June**

Your child will have a visit from a member of the Early Years team to their nursery/ pre-school setting.

### **Home Visits: 26<sup>th</sup> June – 8<sup>th</sup> July**

Two members of the Year R team would like to visit you and your child in your home. Our aim is to get to know you, and in particular your child, on 'home ground'. Teachers get very excited about the prospect of playing with dinosaurs, cars, dolls, etc! Apart from this our aim is to form the beginnings of a strong and positive relationship between teacher and child. Research shows that young children feel most happy and confident in familiar territory where they can share familiar experiences with those that matter to them. The visit will also give you the opportunity to talk freely with the teaching team. It will last about 20 minutes and we ask that you stick to the time we give you due to the large number of children we have to see. Visit times will be allocated and given to you at the beginning of June.

### **Stay and Play Sessions: 4th or 5th July 1.30pm – 2.30pm and 11<sup>th</sup> or 12<sup>th</sup> July 1.30pm – 2.30pm**

You and your child will be invited to come into school for a one-hour slot. Your child will visit their new Year R classroom and get to know his/her teachers. They will be able to play and explore their new environment as well as share stories and songs with some of their peers. This will enable your child to start to make relationships with children and adults within school. Your child will be allocated a place in one of two groups which will be communicated via a letter closer to the date. You will need to stay on site during these sessions and will have an opportunity to meet other parents.

## **Transition Picnic: Week Commencing 17th July**

You will find out your child's class teacher and teaching assistant on this date and you are invited to a picnic after school on 17th July from 4 -5pm with the current Reception children. Please bring a picnic and blanket. Siblings of all ages are welcome.

## **'Meet your teacher fun morning': Saturday 2nd September**

An informal opportunity to meet your teachers and the other families who are also starting at Repton Manor Primary School. This will take place on the school site and will run from 10 – 11am

## **Starting School**

Your child will start school on **Monday 4<sup>th</sup> September 2023** either in the morning or afternoon. He/she will continue to attend a morning or afternoon session for the first week. **On Monday 11<sup>th</sup> September until Wednesday 13<sup>th</sup> September** your child will attend in the morning from 8:50am until 1:00pm with all other children. They will have lunch with us on these days. **On Thursday 14<sup>th</sup> September**, your child will have his/her first full day at school.

The morning and afternoon sessions your child initially attends will be of almost equal length, **8.50am – 11.30am** in the morning or **12.30pm – 3.00pm** in the afternoon. Dividing the children between morning and afternoon sessions over this short period also creates smaller groups and this helps children and adults to get to know one another quicker. Our experience is that initially children get very tired during their first few weeks of school, even if they have attended full time nursery provision. The children have so much to learn: new routines, new friends and surroundings. A phased starting school plan enables us to make the whole experience a positive one.

## **Acceptance of your school place**

We hope that by now many of you have returned the acceptance of your child's school place. If you have not already done this we ask that you can as soon as possible. We ask that you bring your child's full birth certificate with a copy of a utility bill and bank/credit card statement as proof of address, along with a letter with your child's name and address (For example a letter from nursery or a medical letter) which we are required to ask for by law, to the welcome evening and document check on **Monday 15<sup>th</sup> May**. If you do not require the place for your child then please confirm in writing and return to the school office.

If you have questions or issues you would like to discuss before the school visit takes place please do not hesitate to get in touch with me or the Early Years team. The team and I very much look forward to meeting you on **Monday 15<sup>th</sup> May**.