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**Headteacher – Mrs H.F. Richardson**  
**Deputy Headteacher – Mr N. Stoker**

Thursday 13<sup>th</sup> June 2019

Dear Parent / Carers

### **INDUCTION ARRANGEMENTS for September 2019**

At this time of year, the school leadership devotes much time to staffing and class organisation for the coming academic year. I would like to inform you of the forthcoming arrangements for pupils and parents in readiness for September 2019.

#### **Monday 1<sup>st</sup> July**

Children find out who their new class teacher will be and visit their new classroom. At the end of the school day, you will receive a letter confirming the class teacher(s) for your child next year. This is a system introduced last year as a result of the data protection regulations.

**Early Years Induction Meeting** for parents (whose children will be in nursery or reception in September) at **3.30p.m.** in the school hall. There will be a crèche available in an Early Years classroom.

**Lower Key Stage 2 Induction Meeting** for parents (whose children will be in year 3 or 4 in September) at **4.15p.m.** in the LKS2 classrooms.

#### **Wednesday 3<sup>rd</sup> July**

**Key Stage 1 Induction Meeting** for parents (whose children will be in year 1 or 2 in September) at **3.30p.m.** in the KS1 classrooms. There will be a crèche available in an Early Years classroom.

**Upper Key Stage 2 Induction Meeting** for parents (whose children will be in year 5 or 6 in September) at **4.15p.m.** in the UKS2 classrooms.

All the staff who will be working in each department will be present at each meeting. Staff will be pleased to answer any questions you may have. Additionally, in the corridor outside the School Office, there will be a display of our school sweatshirts to order in preparation for September.

Yours sincerely,

*Mrs H F Richardson*

Headteacher

