



# Headlands Community Primary School

Oak Tree Lane, Haxby, York. YO32 2YH

Telephone/Fax: 01904762356

Email: headlands.primary@york.gov.uk

Thursday 22<sup>nd</sup> June 2023

## **Transition for Reception Pupils in September 2023**

Dear Parents/Carers,

As detailed in a previous e-mail, we plan to hold a short transition period to support our very youngest members of our school community to embark on their school journey. This involves two half day sessions on Tuesday 5<sup>th</sup> September and Wednesday 6<sup>th</sup> September and one additional session, including lunch on Thursday 7<sup>th</sup> September.

Please find details below:

<b>Transition Opportunities for New Reception Children in September 2023</b>		
Monday 4 <sup>th</sup> September	Training Day	
Tuesday 5 <sup>th</sup> September	Group A 9am – 11am	Group B 1pm – 3pm
Wednesday 6 <sup>th</sup> September	Group B 9am – 11am	Group A 1pm – 3pm
Thursday 7 <sup>th</sup> September	Both classes - Groups A & B 8.45am – 1.30pm (lunch)	
Friday 8 <sup>th</sup> September	Both classes - Groups A & B 8.45am – 3.25pm	

A copy of the class groups is attached with this e-mail.

### **Tuesday 5<sup>th</sup> September and Wednesday 6<sup>th</sup> September - Half day transition sessions**

**One parent** will be allowed to accompany their child into the Reception classrooms on Tuesday 5<sup>th</sup> September and Wednesday 6<sup>th</sup> September only.

### **Where do I go when I arrive at school?**

Parents are requested to arrive promptly at the allocated time at the inner black gate leading into the Infant playground (same gate used for the teddy bear's picnic). Please then make your way across the playground into the Reception classes. A member of staff will be there to guide and support this process.

### **Coming into school**

Please may we ask parents to help their child find their coat peg in the cloakroom. These are clearly labelled. Mrs. Hick's class pegs are located at the far right hand side of the corridor. Pegs for Mrs. Neville's class are located straight in front of you as you enter the building. Please help your child to hang up their coat and any other belongings on their peg.

### **What next?**

Enter the respective classrooms and help your child to settle into an activity.

### **Do I have to stay?**

No, but we would recommend that you stay until your child is settled. Please inform a member of staff if you wish to leave so that we can escort you safely from the building. Please be mindful that in

the morning, there may be other pupils arriving at school during this time. You may be asked to wait for a few minutes until it is safe and convenient to leave the building.

### **Pick up arrangements**

If you leave your child throughout the transition session, we will bring the children out into the Infant playground for you to collect.

The inner black gate will be locked until the children are lined up in the playground at the allocated time. Please wait at the inner gate for admittance onto the playground. The children will be told to wait on for you to come to them.

Please arrive promptly at the allocated pick up time.

Morning pick up: 11am

Afternoon pick up: 3pm

The EYFS staff will be available to guide you through this process.

### **Does my child need their book bag on Tuesday or Wednesday?**

No. You do not need to bring book bags into school on Tuesday or Wednesday.

### **P.E Kits**

We will not be taking part in P.E lessons on Tuesday or Wednesday. However, should you wish to bring in your child's P.E bag to save them from managing lots of belongings when they start school full time, then you are more than welcome to do so. P.E bags can be left on your child's peg.

### **Does my child need a water bottle?**

Yes. We strongly encourage children to drink water throughout the day.

### **Thursday 7<sup>th</sup> September - Morning Session with School Lunch**

On Thursday 7<sup>th</sup> September, all Reception children are invited to spend the morning in school with their class and to stay for a free school lunch. Alternatively, your child may choose to bring a pack lunch from home.

### **What are the timings for the transition morning with lunch?**

Drop off time: 8:45am

Pick up time: 1.30pm

### **Dropping off arrangements**

Drop off time is 8:45am. No parents will be allowed into the school grounds to drop their child off.

Please say your goodbyes at the school gate leading into the Infant playground. The EYFS staff will be available in the Infant playground to greet the children and guide them across the playground and into the EYFS classrooms.

### **Pick up arrangements**

At the end of the session the EYFS staff will bring the children out into the Infant playground for you to collect.

The inner black gate will be locked until the children are lined up in the playground at the allocated time. Please wait at the inner gate for admittance onto the playground. The children will be told to wait on for you to come to them.

Please arrive promptly at 1.30pm. Once again, the EYFS staff will be available to help with this process.

### **Does my child need their book bag on Thursday?**

Yes. Book bags can be placed in the boxes which are labelled with your child's class teacher's name. The red and green boxes are for Mrs. Neville's class and the blue and yellow boxes are for Mrs. Hick's class. The EYFS staff will help the children to place them into the correct book box. The book bags will be used for home school communication and for reading books.

### **Pack lunch boxes**

If your child is having a packed lunch, it is advisable to place the lunchbox into a small backpack or similar item to help the children manage their belongings on arrival at school. Children will be asked to place their lunch boxes on the shelves in the corridor. The EYFS staff will support the children with this.

### **Does my child need a water bottle?**

Yes. We strongly encourage children to drink water throughout the day. The children will also need their water bottle at lunch-time.

### **First Full Day – Friday 8<sup>th</sup> September 2023**

All children are expected to attend all day.

### **What are the timings for the day?**

Drop off time: 8.45am

Pick up time: 3.25pm

Pick up and drop off arrangements will be the same as the previous day.

Children will need to bring in their book bag and a water bottle.

### **School lunches**

Details about how to order school lunches will be distributed to parents throughout the summer holiday via e-mail. This will come from the school office, so please watch out for further details.

Should you have any questions, please do not hesitate to contact the school office or a member of the Early Years team. Email is preferable!

Wishing you all a wonderful summer.

With warmest wishes,

The EYFS team

