



Head Teacher. Mr Colin Marks

17<sup>th</sup> April 2024

Dear Parents / Carers

Welcome to Orton Wistow Primary School. We are pleased that you have chosen to send your child to our school and hope that this is the beginning of a fruitful partnership between school, yourselves and your child.

We would like to invite you to two meetings about your child's start in our Foundation Stage Unit. The first meeting is provisionally set for **Tuesday 11th June 2024 at 6pm** at the school, with further details being sent out to you closer to the time. During the meeting we will discuss transition arrangements and all you need to know about your child's first few weeks at OWPS. You will be able to meet the Foundation Stage Team as well as Mr Marks, the Headteacher. The second meeting is on **Wednesday 11th September at 6pm**. During this meeting we will discuss our curriculum and daily routines in school.

We hope you can join us for both meetings. They are important for parents who are new to the school as well as for those of you who already have children in school. Our provision and practice is always evolving and we may outline some new initiatives available to you this year. Both meetings are for adults only and children cannot attend. The meetings are usually over an hour long and we find that the little ones struggle with this.

As a school, we carefully plan the transition for all children from setting to setting and class to class. This year we have a transition session on **Thursday 4th July**. This is the opportunity for you and your child to meet their new teacher and spend some time in the classroom. We will also be offering a Home Visit week commencing 1st July 2023, times will be set at the meeting on the 11<sup>th</sup> June, 2024.

Please find enclosed several forms including an Admission Form and Permission Forms. The Admission Form contains important information that is not included on the Local Authority form. **It is important that you complete the details of the nursery or pre-school your child attends as this helps us to plan the classes.** Please can you complete and return these to the School Office, as soon as possible as we are required to see these documents by the Local Authority, in order that your offer of a place can be confirmed. Details for what is acceptable as proof is stated in the Admissions Form.

- Proof that your child lives with you,
- Proof of your child's date of birth
- Proof of parental responsibility.
- 2 x original proof of address for your child

Please could you complete the reply slip on the next page and return again by email to school as soon as possible. Many thanks.

We look forward to seeing you hopefully on Tuesday 11th June and Wednesday 6th September.

Yours sincerely

Laura Porter  
Foundation Stage Team Leader

Colin Marks  
Headteacher

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Opportunity.  
Work Together.  
Nurture.



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## New Foundation Stage Meetings September 2024-25 Intake

Name of child.....

I / we will / will not be able to attend the new parents meeting on Tuesday 11th June 2024.

I / we will / will not be able to attend the Curriculum meeting on Wednesday 11th September 2024.

My child will attend the Transition Session on Thursday 4<sup>th</sup> July 2024.

Signed - Parent/Guardian .....

Name .....