



LIVE LIFE IN ALL  
ITS FULLNESS  
John 10:10

# St. Luke's CE Primary School

Interim Headteacher – Mr Nigel Helm

Junior Site, Bemister Road, Bournemouth, BH9 1LG

Infant Site, Maxwell Road, Bournemouth, BH9 1DL

☎ 01202 514396

💻 [www.stlukesbournemouth.co.uk](http://www.stlukesbournemouth.co.uk)

💻 [www.coastalpartnership.co.uk](http://www.coastalpartnership.co.uk)



Wednesday 17<sup>th</sup> April 2024

Dear Parents/Carers,

## RECEPTION 2024 NEW ADMISSIONS

We are delighted to hear that your child has been offered a place to join us in September. We are looking forward to meeting you and your family very soon.

You are invited to attend a Welcome Meeting on Tuesday 14<sup>th</sup> May (2pm or 6pm). During the meeting, we will tell you more about our school and explain the process of induction into Reception. You will be able to see the school uniform on the day of the Welcome Meeting as well as meet some of the staff including our Special Educational Needs Coordinator and Children and Family Support Worker. Ideally, you will be able to arrange childcare for the meeting so that you can focus on the information being provided. To book a place at one of the sessions please refer to the google form. <https://forms.gle/3RoHKXCRFxauPSph7>

On Friday 28<sup>th</sup> June, we will be holding 45 minute 'Stay and Play' sessions throughout the day. This will be an opportunity for you and your child to explore our Reception setting, meet the team and find out more about Reception here at St Luke's.

We will be holding additional drop in sessions on Thursday 4<sup>th</sup> and Thursday 11<sup>th</sup> July. These will be an opportunity for you to ask any further questions or share any queries you may have about your child and their start to school, meet other parents and for your child to further familiarise themselves with the setting. Please indicate on the google form if you plan to drop in during one or both of these sessions to give us an idea of numbers to expect. We will provide exact details closer to the time. On Wednesday 10<sup>th</sup> July you will receive a letter confirming your child's class name and teacher.

During the days of Wednesday 4<sup>th</sup>, Thursday 5<sup>th</sup> and Friday 6<sup>th</sup> September we will be visiting your home to get to know you and your child in a familiar environment. We have included a leaflet containing more information about this process. Please indicate on the google form your preference of a day and time and we will do our best to accommodate you.

When the children start school, there will be a mixture of small group sessions and part-time days before going **full-time on Friday 13<sup>th</sup> September**. Please see the transition dates information overleaf. Starting school is an enormous milestone for you and your children and when it comes to the transition into full time education, it can be done many different ways. Here at St Luke's, we hope the balance between small groups and part time days will provide your children the best possible start to school, enabling them to be confident and successful learners.

We look forward to meeting you on May 14<sup>th</sup> and welcoming you, in person, to St Luke's Church of England Primary School. Please keep an eye on our school website, where will be updating our New Reception Parents' Page regularly with videos and photos <https://stlukesbournemouth.co.uk/new-reception-parents-page>. If you require further information regarding anything to do with the school or our transition process, please visit the school website or contact the school office.

Yours sincerely,  
Miss Waring EYFS Leader





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## Transition Information

### Welcome Meetings

- These will be held on **Tuesday 14<sup>th</sup> May at 2pm and 6pm.**
- Ideally, childcare will be arranged with family or friends.
- During the meeting, the PTFA (Parent Teacher Family Association) will be present to introduce themselves whilst providing you with the opportunity to purchase good quality second hand uniform.

### Moving on Day – Stay and Play (non-uniform)

- These will be held on **Friday 28<sup>th</sup> June at 9:15am, 11am, 1pm or 2:15pm.**
- They are an opportunity to explore the Reception setting, meet the staff and find out more about St Luke's.
- There will be lots of fun resources and activities available.
- You can book up to two adults to attend this with your child.

### Informal drop in sessions

- **Thursday 4<sup>th</sup> and Thursday 11<sup>th</sup> July from 1pm till 3pm.**
- These are an additional opportunity for your child to familiarise themselves with the setting and ask any further questions.

### Home visits

- These will be completed during **Wednesday 4<sup>th</sup>, Thursday 5<sup>th</sup> and Friday 6<sup>th</sup> September between 9:30am and 3pm.**
- This is an opportunity for you and your child to get to know their class teacher and to ask any other questions you may have.
- The appointment slots will be no longer than 30 minutes in length.
- Please see the enclosed information booklet for further details about the process.
- Indicate on the google form if you have a preference of day or session. We will try our best to accommodate your preference however, it is not guaranteed. Your allocated slot will depend on which class your child is in, your preference and location to enable us to visit every family. We will communicate the time and date of your appointment within your letter on Wednesday 10<sup>th</sup> July.

### Part-Time – small group (uniform) – From Monday 9<sup>th</sup> September

- Monday 9<sup>th</sup> and Tuesday 10<sup>th</sup> September, your son or daughter will attend part-time in a small group of 15 pupils to grow accustomed to the classroom environment. This is a crucial part of our transition process. The smaller groups enable the children to have a more successful start to school.
- Each day will have two sessions **9-11am and 1-3pm.** Your child will attend either the am or the pm session for the week.
- If you have a preference to which session your child attends (am or pm), please let us know on the google form. We will try our best to accommodate your preference however, it is not guaranteed.
- **Wednesday 10<sup>th</sup> July,** you will receive a letter confirming your child's class teacher and which session they will be attending during this week.



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## Part-Time (uniform and lunch) – Wednesday 11<sup>th</sup> and Thursday 12<sup>th</sup> September

- Wednesday 11<sup>th</sup> and Thursday 12<sup>th</sup> September, your son or daughter will attend part-time alongside their whole class.
- The gate will be open from **8:40am till 8:55am** for morning drop off.
- Staying for lunch is a big milestone for children when starting school and this next step will allow them to become familiar with our lunchtime routines.
- You can order a hot school meal or they can bring a packed lunch (no nut products). More information about hot school meals will be shared later on in the summer term. This will include details about how to order.
- The pick-up window will be between **1.10pm-1:20pm**

## Full-Time (uniform and lunch) – From Friday 13<sup>th</sup> September

- From Friday 13<sup>th</sup> September, all the Reception children will attend full-time. **8:40am – 3:20pm**
- On Friday 13<sup>th</sup> September **2:20pm – 3:20pm** we will be hosting a tea party stay and play to celebrate your child's start to school.

### Other key information

#### Your Child's Class Teacher

- Throughout the next few weeks, we will be having many transition meetings and visits with local pre-school providers. This allows us to get to know your children before they begin at St Luke's and supports us when putting together the classes that your children will be in from September.
- You will find out who your child's class teacher is by letter on Wednesday 10<sup>th</sup> July.

#### Coffee Morning for parents and carers

- Wednesday 11<sup>th</sup> September, 8:55am in Infant hall
- After you have dropped your child to their class, there will be a coffee morning in the hall that you are invited to attend.
- The Headteacher, Mrs Cutler (Family Support Officer) and Mrs Mitchell (SENDCo) will be in attendance throughout the morning as well as other key members of staff
- This will be an opportunity for you to meet other families and some members of staff that will play key roles in your child's education here at St Luke's whilst enjoying a tea or coffee and some cake!

#### Workshop Sessions

- During the afternoons of the Wednesday 11<sup>th</sup> and Thursday 12<sup>th</sup> September we will be hosting a range of different workshops for parents/carers/grandparents etc. focussing on phonics, early reading and maths.
- More information about how to sign up for these will be sent out in September.



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## **115 (Breakfast and After School Club)**

- If you want your child to attend our before or after school provision, please follow the instructions shared via Arbor.

## **What now?**

We appreciate there is a lot of information contained within this letter. Therefore, as a summary, this is what you will need to do over the coming weeks: -

1. Complete the google form to book places at the transition events.
2. Attend the Welcome Meeting on Tuesday 14<sup>th</sup> May to hear more information about Reception at St Luke's and how we will support this next stage of your child's learning journey.
3. Contact the school office if you have any difficulties accessing the Google Form or documents on Arbor.