

May 2025

To parents of new children starting in our Prep School Years 1 - 6 in September 2025

Dear Parents

Induction Afternoon: Friday 27th June 2025 1.30pm-3:00pm
Transition/Information Evening: Monday 30th June 2025 6.00pm-8.00pm

We are looking forward to welcoming your child to our Prep School on Wednesday 3rd September 2025. I am writing to remind you about our Induction Afternoon on **Friday 27th June 2025**, which will help familiarise the children with their new classroom, teaching staff and peers.

Please bring your child to the **Prep School Assembly Hall** for registration at **1.30pm**. Children will be taken to their classrooms by our staff and whilst the children are there, **all** parents are invited to remain in the Assembly Hall for refreshments and to meet me, Mrs Shackel (Head of Prep) and Mrs Hubbard (Director of Studies). A member of our Admissions team will also be on hand should you have any admissions related questions.

Children will be returned to the Assembly Hall at **3:00pm** to be signed out and taken home.

The Second Hand School Uniform shop is normally open **every Tuesday during term time, 3.15-4.15pm**. We have arranged for the uniform shop manager, Mrs Beaven, to open and be available from 2.30pm-3.30pm on 27th June so that you have the opportunity to drop in following the session for any items or advice you may require.

Our uniform suppliers, Monkhouse are based at 64 Calverley Road, Tunbridge Wells, TN1 2UG and can be contacted on 01892 481956. Their website address where you can order online is www.monkhouse.com. In addition, Monkhouse will be holding a drop in pop-up event at our Senior School site on 27th June from 10am until 5pm, further details will follow.

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Transition and Information Evening: Monday 30th June 6.00pm - 8.00pm for parents of children in Reception - Year 6

In addition to the above induction session for you and your child, parents are also very welcome to join us for more specific presentations to help familiarise you with the transition to the next year group. Teaching staff from each year group from Reception to Year 6 will hold two sessions during the evening, which are designed to give you an opportunity to find out about the routines, curriculum, homework and expectations for the new academic year and also to meet your child's new teacher. Unfortunately, we cannot accommodate the children too on this evening.

The first presentation will be between **6.30pm and 7.00pm**, with a repeat from **7.15pm to 7.45pm**. This will allow parents to attend more than one year group presentation if they have several children. (Refreshments will be available in the Dining Room from 6.00pm until 7.15pm).

At 6.00pm in the Assembly Hall there will be a short presentation from the **Music Department**. This talk will explain the music curriculum from Reception to Year 6, with particular reference to how music integrates with class topics and how the curriculum supports instrumental and vocal tuition. Miss Aves, the Prep School Head of Music, will also be able to answer any questions that parents may have regarding any musical matters.

Sport: Mr Kempson (Head of Prep School Sport) and Mrs Hiscock (PE Teacher) will be available in the Sports Hall between the two presentations where they will be delighted to provide information and answer any questions you may have regarding sport at Lingfield.

Mrs Hubbard and I will be available in the Dining Room throughout the evening if you would like to come and say hello or if you have any concerns that you would like to discuss.

If you would like to attend the Transition Evening, these are the locations of the presentations (there will be signage to help you find the right room):

If your child is joining:

Reception
Year 1
Year 2
Year 3
Year 4
Year 5
Year 6

Please go to this classroom:

Sunbeams
1B (Oakleigh Building)
2A (Oakleigh Building by the Dining Room staircase)
3B (Oakleigh Building main entrance, then turn left)
4B (Oakleigh Building main entrance, then turn right)
5B (St Joseph's, opposite the Prep School Office)
6A (St Joseph's, upstairs and opposite the IT Suites)

We hope you will be able to attend both of these informative sessions, but if you have any queries in the meantime, please do not hesitate to contact me. It would be helpful if you could let me know if you are able to attend either of these sessions by completing the following short form by clicking on this link [Attendance at Events](#).

Yours sincerely



Mrs Jacky Shackel
Head of the Prep School

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