

May 2024

To parents of children starting Reception in September 2024

Dear Parents

### Induction Sessions for children starting Reception

We are looking forward to welcoming your child to our Prep School Reception class on Wednesday 4th September 2024. In order to help prepare the children for their transition from Nursery to Reception, we would like to invite your child to the following settling in events.

- **Settling In Catch-up with Reception Staff: Monday 10th June 2024 at 9:00am-9:30am**

This is an opportunity for you and your child to visit the Reception classrooms together, chat with other parents and children and familiarise yourselves with the staff and environment. Parents/carers are required to stay with the children for this session.

- For our **new families**, please sign in with Mrs Rider (PA to the Head of Prep School) at 9:00am in the small Billy Bounce playground, outside the Reception classrooms. The Second Hand Uniform Shop will also be available to our new families, straight after this session, from 9:30-10:30am.
- For our **current Butterflies** pre-school class, please drop your child's belongings off at Butterflies class as usual. You may then make your way, with your child, to sign in with Mrs Rider at 9:00am in the small Billy Bounce playground, outside the Reception classrooms. Children who attend Breakfast Club will be accompanied to the Reception classrooms to play with their friends and become familiar with their new teachers and classroom environment.
- **Butterflies parents and children who are not normally in on this day** are invited to attend the session, from 9:00-9:30am. Please sign in and out with Mrs Rider.

- **Settling In Morning: Monday 17th June 2024 at 9:00am-9:30am**

This session is for **children only**, to give them the chance to meet and play with their peers and experience their new classrooms without Mum or Dad around!

- For our **new families**, please sign in at the Prep Office by 9:00am and a member of staff will collect your child from there. Please return to the Prep Office at 9:30am for pick up.
- For our **current Butterflies**, please drop-off to Butterflies class as usual and children will be accompanied to the Reception classrooms.
- **Butterflies children who are not normally in on this day** are invited to attend the session, from 9:00-9:30am. Please sign in by 9:00am at Butterflies classroom and pick up promptly at 9:30am from Butterflies classroom.

- **Induction Morning: Friday 28th June 2024 at 9:00am-9:45am**

This session is for both children and parents. Children will be taking part in various art and play activities in the Reception classrooms. During this time, parents are invited for refreshments and the opportunity to meet and speak to other parents, as well as having a talk from our current Reception Parent Reps in the Drama Studio.

- For our new families, please take your child to the Prep School Drama Studio for registration by 9:00am with Mrs Rider. A member of staff will then accompany your child to the Reception classrooms. You can then pick up your child from their new Reception classrooms at 9:45am.
- For our current Butterflies children, please drop off as normal at Butterflies class and staff will take the children up to their new Reception classrooms. Parents of Butterfly children are also invited for refreshments and the opportunity to meet and speak to other parents, as well as having a talk from our current Reception Parent Reps, during this time. Once you have dropped your child off, please make your way over to the Drama Studio, where you will be signed in by Mrs Rider.
- Butterflies children who are not normally in on this day are invited to attend the session, from 9:00-9:45am. Please sign in by 9:00am at Butterflies classroom and pick up promptly at 9:45am from Butterflies classroom.

**Parent Transition and Information Evening: Monday 1st July 2024 6.00-8.00pm for parents of children in Reception – Year 6**

In addition to the above induction sessions, parents are also very welcome to join us for more specific presentations to help familiarise yourselves 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. Presentations are repeated twice during the evening to allow parents to attend more than one year group presentation if you have several children. Further details to follow. If you have more than two children you may need to split between two parents, however, we will send a copy of the PowerPoint slides out the next day too.

It would be helpful if you could let my PA, Mrs Kate Rider, know if you are able to attend these sessions. Her email address is [riderk@lingfieldcollege.co.uk](mailto:riderk@lingfieldcollege.co.uk). For any queries, please contact the Prep School Office - [prepoffice@lingfieldcollege.co.uk](mailto:prepoffice@lingfieldcollege.co.uk).

Yours sincerely

Mrs J Shackel  
Head of Prep School