

May 2025

To parents of children starting Reception in September 2025

Dear Parents,

**Induction Sessions for children starting Reception**

We are looking forward to welcoming your child to our Prep School Reception class on Wednesday 3<sup>rd</sup> September 2025. 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. Please can you complete the following form to confirm your attendance at the events below by following this link [Confirmation of attendance at Induction Events](#).

- **Settling In Catch-up with Reception Staff: Monday 9<sup>th</sup> June 2025 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 Bowler (Head of Early Years Academic) and Mrs Chatfield (Prep School Administrator) at 9:00am in the small Billy Bounce playground, outside the Reception classrooms. The Preloved 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 Bowler and Mrs Chatfield 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 Bowler and Mrs Chatfield.
- **We kindly ask that you do not let your child play on the climbing frames whilst waiting for the session to start. This is due to safeguarding and insurance purposes.**

- **Settling In Morning: Friday 20<sup>th</sup> June 2025 at 9:00am-9:45am**

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 9:45am 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 9:00-9:45am. Please sign in by 9:00am at Butterflies classroom and pick up promptly at 9:45am from Butterflies classroom.

*Inspiring* Exciting Futures

- **Induction Morning: Friday 27<sup>th</sup> June 2025 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 sign in at the Prep Office by 9:00am and a member of staff will collect your child from there. Parents will then be escorted to our Drama Studio for refreshments and a chance to talk to our current Reception Parents Reps. You will then be accompanied by Mrs Bowler and Mrs Chatfield to 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 Chatfield.
- **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.
- Our uniform supplier, Monkhouse, will be holding a pop-up event on Friday 27<sup>th</sup> June between 10am and 5pm. This will be located at the Senior School site and further details will follow.

- **Parent Transition and Information Evening: Monday 30<sup>th</sup> June 2025 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 teachers. 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.

If you have any queries please contact the Prep Office in the first instance ([prepoffice@lingfieldcollege.co.uk](mailto:prepoffice@lingfieldcollege.co.uk)).

Yours sincerely



Mrs Jen Bowler  
Head of Early Years (Academic)