



**Ellingham Primary School**  
*Strong roots for flourishing futures*



THE ROYAL BOROUGH OF  
**KINGSTON**  
UPON THAMES

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Monday 15<sup>th</sup> June 2020

Dear Parents/ Carers,

We are really looking forward to your child joining us in Reception at Ellingham Primary School in the Autumn term. Whilst, we cannot at this time give you an exact start date of your child's first session in the classroom, we would like to continue to make the transition as smooth as possible.

The Website <https://sites.google.com/ellingham.school/newreceptionparents/home> has now been uploaded with some new information about how you can prepare your child for the experience of starting school and includes information on ordering school uniform and registering for a school hot meal, which is free to all children from Reception age to Year 2. As well as registering an interest in our breakfast and after-school club.

Resources such as a school book bag, P.E. bag and water bottle, that your child will need, will be available for purchase from the school office on your child's first day of school.

There are also some admission forms that we need you to complete via Google Forms to allow us to have all the correct information about your child before they start.

We would also like to offer you and your child the opportunity to meet the Reception staff in our outside area over the next few weeks. Due to the current social distancing rules this will be by appointment only, on a Friday when the present Reception children are not in school.

We would ask that you attend your appointment promptly, as we will be meeting with all parents on a very tight schedule of 20 minutes per family and we want to avoid too many different adults on the premises at any one time.

At the allotted time, please come to our Harrow Close Road entrance only and buzz for admittance. Only one family will be permitted on the school premises at a time and we will be sitting under a marquee in the outside area. Chairs will be changed between each family to ensure your safety. You will be able to look into the classroom but these will appear clear and bare to you due to hygiene measures we must take during this lockdown period.

### **Online Booking System**

You will need to book your appointment using the online booking system. Bookings open at 7.00 pm on Monday 15th June 2020. Please see the attached Guidance Sheet on how to log in and book your appointment. The system is very user friendly, however if you do need assistance logging in, the office will be happy to assist you.

If you do not have access to the internet, please contact the school office who will be happy to make your booking(s) on your behalf.

We look forward to meeting you and your child soon,

Kind regards,



Mrs Paula Peters

Early Years Foundation Stage Leader