

## ST CHAD'S PATCHWAY CE VC PRIMARY SCHOOL

Headteacher: Mrs S Jenkins  
Tel: 01454 866523  
E-Mail: [admin@stchadsprimaryschool.co.uk](mailto:admin@stchadsprimaryschool.co.uk)  
Website: <http://www.stchadsprimaryschool.co.uk/>  
Twitter: @StChadsPrimSch

Cranham Drive  
Patchway  
South Glos  
BS34 6AQ

Wednesday 14<sup>th</sup> May 2025

### **Re: New Reception Class Transition**

Dear Parents and Carers,

We are delighted to have received confirmation from South Gloucestershire Council that you have been offered a reception place for your child for admission to our school in September 2025.

A very warm welcome to St Chad's Primary School. It is our intention to work in partnership with you in order to provide the very best all round educational opportunities for your child and ensure that we deliver our vision for every child, 'Learning to love, loving to learn'.

Educating children is most successful when families and schools work together in partnership so we welcome your input and assistance in supporting your child's learning. Valuing education and the opportunities it provides are important first steps. We are hopeful that you will find the time to participate in some of our school activities and events, both now and in the future.

There are plenty of opportunities for you to get involved in the life of the school. We are always in need of parent helpers so if you would like to volunteer to help out, please contact the school office. We also have the Friends of St Chad's, which you could become involved with if you are able to spare us some of your time.

### **Communication**

We try to be as paper-free as possible so most correspondence will be sent via Class Dojo (our communication system that enables parents and staff to maintain home-school links and keep up-to-date), email or Arbor (linking to our school website).

Our school email address is [admin@stchadsprimaryschool.co.uk](mailto:admin@stchadsprimaryschool.co.uk)




Our school website is <https://www.stchadsprimaryschool.co.uk/>

The school office number is 01454 866523. You may leave messages on the school answerphone if needed. Trish Sutton and Jessie Giambarresi work in our school office between 8.30am and 4pm.

Shortly, you will receive information about how to set up Class Dojo to enable you to communicate with the class teacher. This is likely to come from our Reception teacher, Miss Lewis. Miss Lewis will be working alongside the team during the transition phase to ensure that we do everything we can to help make things as smooth as possible and get to know your children. The team are very excited about meeting your child and welcoming them.



## Our Reception Team

Miss Hannah Lewis	Mrs Lauren Pryce	Miss Jamie Morris
<p>Reception Teacher (Tuesday, Wednesday, Thursday and Friday). Miss Lewis is an experienced Early Years practitioner, who has been at St Chad's for 4 years.</p> 	<p>Mrs Pryce will teach Reception on a Monday, where she will cover Miss Lewis for her planning, preparation and assessment time. Mrs Pryce has been at St Chad's for 10 years and is an experienced practitioner in the infants.</p> 	<p>Teaching Assistant and Lunchbreak Supervisor</p> <p>Monday to Friday</p> 

## Special Educational Needs

If your child has additional needs, please contact our Inclusion leader, Mr James Ridd via the school email ([admin@stchadsprimaryschool.co.uk](mailto:admin@stchadsprimaryschool.co.uk)) to arrange a meeting to discuss their needs and any additional support that may be needed during the transition period and beyond. We are currently recruiting a new Inclusion leader as Mr Ridd is moving on to Headship at another school. We will update you when we have further news but for now, please make contact with Mr Ridd.



What happens next?

Timescale	Event	Further information
Wednesday 11 <sup>th</sup> June	Stay and Play with one parent/carer. 4-4.45	Please confirm attendance. Miss Lewis and the team will meet with you at the green gates outside the office entrance at 4pm – this is the usual drop off point at the start of a school day.
Monday 16 <sup>th</sup> June	Welcome meeting for parents/carers only. 5pm – 6pm	Please confirm attendance.  At this meeting, we will provide you with the chance to hear from the Reception Class Teachers, the wider team, representatives from the School Governors, the Friends of the school (PTA), other groups that are either linked to the school or are useful to know about and myself. The aim of this meeting is to meet other parents, meet the adults supporting your children, talk through the start arrangements, general things you will need to know and a chance to answer any specific questions you may have. There will be a chance at the meeting to buy a new book bag provided by the Friends at a subsidised cost of £2.00 cash (you can buy these bags in September as well).
Tuesday 24 <sup>th</sup> June	Stay and Play with one parent/carer. 4-4.45	Please confirm attendance. Miss Lewis and the team will meet with you at the green gates outside the office entrance at 4pm – this is the usual drop off point at the start of a school day.
Friday 27 <sup>th</sup> June	Please make sure that we have received your transition paperwork (attached to the email) by 3.30pm today. We also need to see an original copy of your child's birth certificate.	If you would prefer a printed copy of the email, please pop into the school office to request one.

Wednesday 9 <sup>th</sup> July	Stay and Play (Children only) 9.30-10.15	Please confirm attendance. Miss Lewis and the team will meet with you at the green gates outside the office entrance at 9.30am – this is the usual drop off point at the start of a school day.
Tuesday 2nd September	1:1 meetings in school with Miss Lewis/Mrs Pryce.	You'll be able to sign up for a meeting at the Welcome meeting on 16 <sup>th</sup> June.
3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> September	<p>9.10am - 11.30am – Children in Cabot and Brunel House to attend school on 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> September.</p> <p>1pm - 3.20pm – Children in Banksy and Wesley House to attend school on 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> September.</p> <p>We will notify you of the House Team that your child will be allocated to in another email as we are unable to provide lists due to GDPR.</p>	
Week commencing 8 <sup>th</sup> September	All children in for the morning and lunch - 9.10-12.30.	
Week commencing 15 <sup>th</sup> September	Children in full-time.	All children attend full-time at this point unless an extended transition period is agreed by the parent/s and the school.
Tuesday 16th September 4.30pm-5.30pm	Reception Curriculum Evening (Parents/Carers only).	

Of course, all of these events prior to 2nd September are optional to attend. We have included these opportunities to help improve transition and enable you and your child to get to know St Chad's.

We would say that **at least one Stay and Play** for the children to meet their teacher/some of their class and the information evening on **Monday 16<sup>th</sup> June** are the **priority if possible**. Please return the transition paperwork also attached to this email by 3.30pm on Friday 27<sup>th</sup> June.

As part of our process of smooth transition for your child, we aim to meet with as many **pre-school** settings as we can and will liaise with them to ensure all pertinent information is passed to us in advance, enabling your child to begin here at St Chad's with the best possible start. This process is made more straightforward if you let us know which pre-school your child has attended so that we can make the appropriate contact.



### Uniform

There will be a need to order uniform ready for September and you may wish to consider ordering sooner rather than later as it can take a while.

The school uniform can also be purchased through any high street supplier as well as from our own suppliers, Linela (Olveston) or Monkhouse (Stoke Gifford). For specific information about our school uniform, please see our website <https://www.stchadsprimaryschool.co.uk/uniform/>.

Linela website:

<https://www.linelashop.co.uk/product-category/schools-embroidery-for-uniforms/st-chads-primary-school/>

Monkhouse website: <https://www.monkhouse.com/>

The Governors, teaching staff and I, have every intention of providing you and your child with the support that will make the years your child is with us, some of the best of their lives. Here at St Chad's, we believe education is life long and a team effort from everyone involved in each child's life. As such, we are looking forward to working with you and your family to create the very best primary experience for your child.

Warm wishes from everyone at St Chad's.

Mrs Steph Jenkins, Headteacher

(Attendance slip below)



**St Chad's Patchway C.E. Primary School – Planned Introductory Activities & Events**

Please tick the boxes against the events you will be attending and return the slip to the school office as soon as possible. Alternatively, you can email us at [admin@stchadsprimaryschool.co.uk](mailto:admin@stchadsprimaryschool.co.uk) to confirm your attendance. Please be sure to give your child's name when contacting us.

Wednesday 11 <sup>th</sup> June - Stay and Play with one parent/carer. 4-4.45pm	<input type="checkbox"/>
Monday 16 <sup>th</sup> June - Welcome meeting for parents/carers only. 5pm – 6pm	<input type="checkbox"/>
Tuesday 24 <sup>th</sup> June - Stay and Play with one parent/carer. 4pm- 4.45pm	<input type="checkbox"/>
Wednesday 9 <sup>th</sup> July - Stay and Play (Children only) 9.30am-10.15am	<input type="checkbox"/>

Name of Child: \_\_\_\_\_

Name of Parent/s: \_\_\_\_\_

Contact number/s: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Pre-School (if applicable): \_\_\_\_\_

