



HIGHWOOD PRIMARY SCHOOL - ' Always aiming HIGHER'

Loves Green,  
Highwood,  
Chelmsford,  
CM1 3QH

Tel: 01245 248200

Head of School : Mrs. A. Lipski

Executive Head Teacher: Mrs. M Staley

Email: [admin@highwood.essex.sch.uk](mailto:admin@highwood.essex.sch.uk)

Website: [www.highwood.essex.sch.uk](http://www.highwood.essex.sch.uk)

23rd April 2024

Dear Parent/Carer,

### RECEPTION INTAKE 2024

May I take this opportunity to welcome you and your child to Highwood Primary School. We are all looking forward to meeting you and your child face to face next half term.

To help with the transition to full time school, we are pleased to be able to offer opportunities for your child to spend time with us and meet their new class teachers and classmates.

Your child will be in a mixed year group class of Reception and Year 1 children.

#### **Dates**

We planned the following sessions for your child to spend some time at Highwood.

- |   |   |
|---|---|
| <b>Thursday 20th June from 1.15 to 2.15</b> | Time in their new classroom with their teacher and the rest of reception only |
| <b>Thursday 27th June from 2.00 to 3.00</b> | Time with those who will be in reception and year 1 in September 2024         |
| <b>Wednesday 3rd July from 1.30 to 2.30</b> | Time again with all of their new class in Forest School                       |

We would love to see all our new reception pupils at all of these dates, however if you or your child cannot make all of these , just let us know which ones you can do by completing the slip below or emailing the school office.

On the day, your child will be collected from the playground by Mrs. Chaston who will bring them to their new classroom.

If your child didn't come to any of the visits in the Autumn Term, please do get in touch so that we can show you and your child his/her new classroom before we start these transition sessions. At the moment these visits will have to be after school. Email the school office and Mrs. Chaston will arrange this for you.

## **Induction meeting for parents**

### **Tuesday 2nd July at 9.30, in the school hall**

At this meeting you will meet Mrs. Chaston , who will answer any questions you may have and outline what to expect when your child starts at Highwood.

In order to get the most from this meeting, we ask that your child does not attend this. We ask that you make suitable arrangements, if you have any problems with this, do contact us.

## **YOUR CHILD'S FIRST DAY AT HIGHWOOD**

We offer two half days at the start of reception:

**Wednesday 4th September** 8.45 till 12.00 noon

**Thursday 5th September** 8.45 to 1.00pm, your child will stay for lunch and be collected after this.

From **Friday 6th** September your child can stay all day.

Thank you for your co-operation, if have any questions please do not hesitate to contact us.

Yours sincerely

Mrs. A. Lipski  
Head of School

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**Please return this slip to the school by Friday 14th June 2024, this can be email :**

**[admin@highwood.essex.sch.uk](mailto:admin@highwood.essex.sch.uk)**

Child's name:

Please tick the sessions you child can attend

Thursday 20th June from 1.15 to 2.15 ☐

Thursday 27th June from 2.00 to 3.00 ☐

Wednesday 3rd July from 1.30 to 2.30 ☐

I will be able to / will not be able to attend the Induction meeting Tuesday 2nd July 2024

Signed: \_\_\_\_\_

Date: \_\_\_\_\_