



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

Website: www.highwood.essex.sch.uk

18th May 2026

Dear Parent/Carer,

RECEPTION INTAKE 2026

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.

Induction meeting for parents

Tuesday 16th June at 9.30, in the school hall

At this meeting you will meet Reception staff and myself, 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 for them.

We have planned the following sessions for your child, so they can spend some time at Highwood.

DATES for your child

- | | |
|---|---|
| Thursday 18th June from 1.15 to 2.15 | Time in their new classroom with their teacher and the rest of reception only |
| Thursday 25th June from 1.15 to 2.15 | Time with those who will be in reception and year 1 in September 2025 |
| Wednesday 1st July from 1.30 to 2.30 | 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 their teacher, who will bring them to their new classroom.

YOUR CHILD'S FIRST DAY AT HIGHWOOD

We offer two half days at the start of reception:

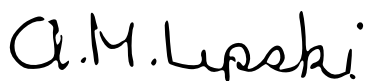
Wednesday 2nd September 8.45 till 12.00 noon

Thursday 3rd September 8.45 to 1.00pm, your child will stay for lunch and be collected after this.

From **Friday 4th** 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

A handwritten signature in black ink that reads "A.M. Lipski". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Mrs. A. Lipski
Head of School

Highwood Primary School Reception Induction 2025

Please return this slip to the school by Friday 6th June 20245, this can be email :

admin@highwood.essex.sch.uk

Child's name: _____

Please tick the sessions you child can attend

I will be able to / will not be able to attend the Induction meeting Tuesday 16th June 2026 @ 9.30 (children do not attend this meeting)

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Thursday 18th June from 1.15 to 2.15

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Thursday 25th June from 1.15 to 2.15

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Wednesday 1st July from 1.30 to 2.30

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Signed: _____

Date: _____