



**William Gilbert Endowed**  
(Church of England)  
**Primary School & Nursery**  
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Headteacher: Mrs E H Britten



9<sup>th</sup> May 2023

Dear Parents/Carers

### **TRANSITION INTO SCHOOL**

I am delighted to be writing to you, and welcome you and your child personally to the William Gilbert Early Years department.

Starting full time school is a big step. Some children (and parents) are raring to go. Others are more cautious about taking those first small steps into big school. Over many years we have provided a growing number of transition sessions for our new starters. These have been very successful and ease the children gently into a new environment, new faces and new routines.

Our aim during the transition process is to: -

- Give families an opportunity to see the school setting and get a glimpse into life at William Gilbert School.
- Provide families with the opportunity to share any worries, concerns and excitement and ask any questions they may have.
- Develop a route for communication between home and school.
- Help children to start to feel familiar with the Reception environment.
- Introduce children to 'Mouse Club' to support the transition process.

In order to achieve these aims we have a dedicated Reception page on our website. The link to our website is as follows:

[School Website](https://williamgilbertend.derbyshire.sch.uk)

Follow the 'EYFS' tab and select 'Reception' from the drop down menu.

A specific Early Years email account has been established so that you can communicate directly with us about any concerns or queries you may have. You can also use this to share information with us about your child; what they like, what motivates them, and anything you/they wish to share with us following the upcoming transition sessions.

[earlyyears@williamgilbertend.derbyshire.sch.uk](mailto:earlyyears@williamgilbertend.derbyshire.sch.uk)



### **New Starters Meeting**

A new starters meeting will be held on Wednesday 7<sup>th</sup> June 2023 in school. Please arrive at 1.45 p.m. for a prompt 2.00 p.m. start. The Reception teacher and Headteacher will be in attendance to share our transition process and answer any queries you may have.

Please note that there will be no child care provision made for your pre-school children during this meeting. All staff are either at the meeting or caring for our current Reception children elsewhere in school. The meeting will run for approximately 45 minutes to 1 hour and would therefore be inappropriate for young children to attend, so please make alternative child care provision so you can comfortably absorb all the information we wish to share with you.

All the relevant information needed for the start of your child's learning journey will be given through an information pack. At this meeting, there will also be an opportunity to view the school book bags, ties, sweaters, cardigans and PE kit. Details of how these items can be purchased via our on-line payment system will also be given in your information pack.

Representatives from the PTA (Parent Teacher Association), will also be at the meeting selling good quality, 'nearly new' items of school uniform. This will be cash or card and all funds go to the PTA fund which directly benefits children in school.

Please complete the link below to confirm your attendance at the meeting.

### **[Attendance Confirmation](#)**

During the meeting we will also introduce you to Mouse Club.

### **Mouse Club**

We are very excited to introduce you to our transition programme to support your child confidently take those first exciting steps into 'big school'. The school is gifting each child a cuddly toy mouse to keep as their special friend during their time in Reception. Each mouse will be placed in a bag with an introductory letter from Morris, our class mouse, a mouse club booklet, and some fun activities to try at home with their new little friend. A short PowerPoint presentation explaining all about mouse club and how it aims to support children in getting 'Ready for School' is also available on the school website, and can be found on the Reception page. The mice will be given to your child during their first transition session.

We would love to see photographs of your child taking part in fun activities with their mouse. These can be added to their mouse club booklet (provided in their resource pack), and brought into school with their mouse in September. These are a great way for children to begin to talk to the adults in the setting about something familiar and special to them.

### **Transition Sessions**

To ensure as smooth a transition to full time school as possible, we have organised several pre-school visits. Below is the timetable of visits we have allocated for your child. We will discuss the arrangements for these visits at the new parents meeting on the 7<sup>th</sup> June.

On the visit dates, please bring your child to the infant gate at 9.00am. A member of the early years team will be at the infant gate to welcome and guide you. Please collect your child again at the end of each session from the infant gate, unless it is their scheduled day in Nursery.

If the transition session for your child falls on their usual nursery session, please do the following:-

- Bring your child to school to the reception gate. We have made the start of the session as close to their normal time as possible.
- If it falls on one of your child's 'full days', the Reception staff will take them back to Nursery at the end of the reception transition session for the remainder of their nursery session

- If the session falls on one of your child's 'half day' nursery sessions, then please collect from the reception gate at the specific time in the table below.

**Your child is in Group 2. The transition dates for Group 2 are detailed below.**

Visit Day 1	Visit Day 2	Visit Day 3
Tuesday 27 <sup>th</sup> June	Wednesday 5 <sup>th</sup> July	Tuesday 18 <sup>th</sup> July
Time		
9.00am – 11.30am	9.00am – 12.30pm	9.00 am– 11.30am
Activity		
<b>Group 2</b> Morning session including; continuous provision, P.E, worship, snack time and storytime.	<b>Group 2</b> Morning session including continuous provision, worship, lunch – school dinner, storytime	<b>All new starters</b> Morning session including worship, continuous provision, and snack time.

**Your child will start full time school on Thursday 7<sup>th</sup> September 2023.**

There is a wealth of transition information on our school website which includes:

- New starters booklet
- Uniform information and how to order
- Information about our school lunches that your child will receive each day
- Information about the 'cool milk' scheme providing milk to the reception class each day

### **ARRANGEMENTS FOR SEPTEMBER 2023**

We are keen for your child to feel as confident as possible about coming into school. In those first few weeks be prepared for your child to return home tired and possibly hungry. They expel so much energy at school that they often return ravenous, but definitely exhausted.

Once in full time education, you are able to access our reception class email so you can contact the class teacher remotely during school hours.

There is key information that is required by the school and the local authority in processing your school application. We have created an on-line form for you to complete and submit. Please follow the link below to submit this information.

[School Admission Form – New Entrants](#)

Within this form there are permissions to be granted by you the parent/carer.

School is cashless, and all payments for uniform, school trips etc are made via our on-line parent pay system Scopay.

**It is important that the admission form is completed as soon as possible, and in advance of the meeting on the 7<sup>th</sup> June.** Once we have received your details, you will receive another email with a link to register for the payment system. You will then be able to order school uniform and we will confirm when this is available for collection.

If you have any queries regarding this, or anything else, please speak to Mrs Manners or Mrs Mercer in the school office.

Yours sincerely

E H Britten

Headteacher/Early Years Leader