



St Nicolas and St Mary CE Primary School

Eastern Avenue, Shoreham-by-Sea, West Sussex BN43 6PE

Tel: 01273 454470 Email: office@stnm.org.uk

Web: www.stnicolasmary.w-sussex.sch.uk

Headteacher Mr A Lincoln BA Hons

Executive Headteacher Mr D Etherton B.Ed Hons. NPQH



Bishop
Otter
Academy
Trust

Wednesday 10th May 2023

Dear Parents & Carers

Welcome

We are delighted that you have now been offered a place at our school for September 2023. You should have recently received an email from West Sussex School Admissions, on behalf of our Governing Body, offering a place for your child at St Nicolas and St Mary C.E. Primary School. We look forward to meeting those parents who will be "new" to the school and working with all of you over the coming months and years.

Acceptance, Pupil Information and Free School Meal Forms Return date - Thursday 25th May 2023

Please can you sign and return the enclosed Acceptance for Admission form together with the Pupil Information Form (PIF) and Free School Meals (FSM) Eligibility and Pupil Premium form to the school office by **Thursday 25th May 2023**. *(Please note that the FSM form cannot be processed if they are photographed and emailed to the school).* Please return this form to school even if you think you are not eligible.

Staff arrangements

Our Early Years Foundation Stage teachers are supported by an excellent team of teachers and teaching assistants. We will confirm who your child's class teacher and teaching assistant will be later in the summer term.

Visits to Pre-school settings

Week beginning: Monday 19th June 2023

Over the summer term our staff hope to visit some of the nursery or playschool settings where the new intake attend as well as attend a transition meeting with pre-school colleagues. This will enable us to get to know some of the children in their current pre-school settings and liaise with other professionals.

Induction Programme

We have arranged a number of opportunities for you and your child to come into school, meet the staff and ask any questions that you may have. Do join in as many as you can.

Our induction programme is outlined below:

Parents' Information Session Meeting

Tuesday 4th July 2023 – 5.30pm–6.30pm

This meeting will inform you about a whole range of matters related to your child starting at school. This will be an opportunity to meet some of our staff, governors and members of the PTA and ask any questions that you may have. There is a lot of information about the school available on the school website www.stnicolasmary.w-sussex.sch.uk, please do take a look. We will also explain the pattern of pre-school visits and information about the induction process. At the meeting you will receive a letter detailing which class your child will be in and we hope to have a display of school uniform, book bags and PE bags.

This meeting is for parents only and will take place in the hall.

Weather dependent Gathering/Picnic

Wednesday 5th July 2023 1.30-2.30pm

As a first point to get to know the children and for children and parents to get to know the school we would like to invite all the children to a welcome picnic. This will be an informal event to meet the Early Years team and also to get to know other families in the new reception cohort. There will also be a sign-up sheet for you to indicate your child's friendship group.

You will need to bring a packed lunch or snack and a drink for your child. You are also welcome to bring a picnic rug if you have one. Small teddy bears or other cuddly toys are welcome too!

Please note that if it is poor weather; the event may need to be cancelled.

Journey together ★ Guided by God ★ To do the best we can

Meet the Teachers and Story Time Tuesday 11th or Wednesday 12th July 2023 2.15pm–3.00pm

All children will be invited to visit our Reception classes for a play and story time on one of the above dates.

You will be advised which class your child will be in prior to these sessions.

Starting school in September 2023

The arrangements for the first few days of the Autumn term are as follows:

Friday 1st September and Monday 4th September 2023

INSET day. The school is closed for staff training (no children).

Tuesday 5th, Wednesday 6th and Thursday 7th September 2023

1 hour session on one of these days. You will be informed of your session at the 'Meet the Teacher and Story-time session.

Friday 8th September 2023

First day of school for Reception children – till 1.10pm.

The school recommends that children arrive between 9.00am and 9.30am in order to let staff welcome and settle the children on a staggered basis. Children need to be collected after lunch at 1.10pm via the office/side gate.

Monday 11th September 2023

Reception children arrive between 8.45 and 8.55a.m. and attend for the morning and lunchtime only. The school recommends that children are collected after lunch at 1.10pm via the office/side gate.

Tuesday 12th September 2023

Reception children arrive between 8.45 and 8.55am and stay all day – apart from those choosing to attend part time. Children should be collected from the Cherry Tree Playground at 3.10pm.

We recommend the arrangements above in order to help children settle in at the start of the Autumn term. Even if children are used to attending another setting full-time, it is always tiring starting school! If parents or carers would like different arrangements including if you would like your child to start part time, please be in contact.

Now that your child has been offered a place at St Nicolas and St Mary CE Primary School, you may like to consider applying for a place at our nursery, Little Fishes, for any younger children that you may have. We are now accepting children from aged 2, from the term in which they turn 3 years of age. For further information please look at our website - <https://www.stnicolasmary.w-sussex.sch.uk/page/?title=Nursery&pid=6>. If you would like a place for September 2023 or January 2024 you are advised to contact the school office as soon as possible as places are filling up.

We very much look forward to meeting you, if we have not already done so, at the beginning of the next stage of your child's journey.

Kind regards

Mr A. Lincoln and the Early Years Team