



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.stnicolasmmary.w-sussex.sch.uk

Headteacher: Mr A Lincoln BA Hons



Friday 16th May 2025

Dear Parents & Carers

Welcome

We are delighted that you have now been offered a place at our school for September 2025. 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 Form and Arbor sign up

Deadline – Monday 2nd June 2025

Please can you create your Arbor account, sign and complete the attached Acceptance for Admission form together with the Pupil Information Form (PIF) and return to the school office by **Monday 2nd June 2025**.

Contact with Pre-school settings

During the month of June our staff will be in communication with the nursery or playschool settings where the new intake attend, as well as attending 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.

Home visits for children not attending Little Fishes Nursery

Afternoon of Thursday 4th, Friday 5th and Monday 8th September 2025

We will shortly be sending out an email with an allocated date and time that the reception teachers would like to visit you and your child at home on either Thursday 4th, Friday 5th or Monday 8th September. Unfortunately, if you are unable to make the allocated date and time, we are not able to rearrange but we look forward to meeting you at the parent information meeting.

Friendship group requests

Deadline - Friday 20th June 2025

Please email the office (office@stnm.org.uk) by Friday 20th June if you would like to share 3 names of children that your child is friends with.

Please note that although, we can't guarantee your child will be with their requested group of friends we will try our best to ensure they are with one child they know when allocating their classes.

Our induction programme is outlined below:

Stay and Play Session

Wednesday 2nd July 2025 1.30 - 2.30pm

This session will be a chance for parents/carers to chat with the reception teachers about their child and ask any questions. Also, a chance for the children to play and visit the classrooms.

Parents' Information Meeting

Wednesday 9th July 2025 5.00 - 6.00pm

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.stnicolasmmary.w-sussex.sch.uk, please do take a look.

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

Courage 🐟 **Faith** 🐟 **Hope** 🐟 **Love**

Weather dependent Gathering/Picnic**Wednesday 16th July 2025 1.30 - 2.30pm**

We would like to invite all the children and parents 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.

You will need to bring a packed lunch or snack and a drink for your child. Please note that we are a nut free school. 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.

Starting school in September 2025

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

Wednesday 3rd September 2025

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

Thursday 4th, Friday 5th and Monday 8th September 2025

Home visits on one of the afternoon dates above.

Tuesday 9th and Wednesday 10th September 2025

1 hour session on one of these days. You will be informed of your session at the 'Parents' Information Meeting.'

Thursday 11th and Friday 12th September 2025

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

The school recommends that children arrive just after 9am. Please come to the school office after lunch at 1.10pm to collect your children.

Monday 15th September 2025

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 Early Years Garden 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 2025 or January 2026 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