

June 2020

Dear Parents/Carers of our new Nursery and Reception intakes,

Please can I start by saying thank you for your patience and consideration over the past few weeks. As you can imagine, we have had a challenging few months in school due to constantly changing guidance from the government and we have just found a new normal after reopening to our nursery, reception, year 1 and year 6 cohorts.

Welcome to the Waycroft Academy community, we are really looking forward to welcoming you and your children to our school and working with you to ensure your child has the best possible start to their school life.

As a school, we completely understand that it can be an anxious time for you as a family getting ready to send your child to school and although we cannot invite you into school at this time, we do aim to give your children a thorough induction.

Please see our transition plans in the table below, but please be mindful that these are subject to change in line with government guidelines and safety planning for September 2020.

Time frame	Activity	Actions by parents
Friday 12 <sup>th</sup> June	<p>Send out information packs to families joining our nursery/reception in September 2020</p> <ul style="list-style-type: none"> <li>Letter from the Head of School</li> <li>Induction evening information – this is usually shared in the hall when you are invited in in June</li> <li>Information booklet for the specific cohort for your child – this is usually shared by the class teachers after the session in the hall in June</li> <li>A letter giving information about the forms that need to be returned – these are usually handed out at the end of the induction evening</li> <li>Transition book to share with your child when the time is right for your family</li> </ul>	<p>Complete the paperwork and forms and return it to school as soon as possible either by post, handing them in to someone on the school gate between 8:45 and 9:30 each day or 2:45pm and 3:30pm Monday to Thursday or drop it into our school office avoiding the times above to aid our social distancing procedures.</p>
By 30 <sup>th</sup> June 2020		All forms returned to school by this date
July 2020	Class teachers to make phone contact with	Families to pass over key

	<p>each family so any important information can be handed over</p> <ul style="list-style-type: none"> <li>• Social experiences to date</li> <li>• How child is feeling about starting</li> <li>• Any special educational needs we should know about</li> <li>• Any family circumstances we should know about</li> <li>• Any medical information we need to know about</li> </ul> <p>Amy Lucas, our special education needs coordinator will contact families where concerns have been raised to discuss provision.</p>	information regarding the children to help our preparations for September
August 2020	Letter to the children from their class teacher saying they are looking forward to meeting them soon	
3 <sup>rd</sup> and 4 <sup>th</sup> September 2020	Stay and play shorter sessions so the children can attend a hour session with a home adult to get to know the teacher, visit their class room and make a few friends before 'starting school'	Parents/carers to join their child for transition sessions on the Thursday and Friday.
From 7 <sup>th</sup> September	Phased start to their Waycroft Academy year.	

We value the partnerships that we have with our families, and hope that in these unusual times, this will enable us to begin to work together to support your child on their journey with us.

We will ensure that we maintain communication with you over the coming weeks, as provisional plans may need to be adapted in light of the situation over time.

We look forward to welcoming you and your child into school once it is safe to do so.

Yours faithfully,



Miss Lisa Craig  
Head of School

