

Dear Parent/Carer

We are delighted to be welcoming your child to School. In order to provide you with some more information and ensure a smooth transition for your child we would like to welcome you to the School for a meeting and tour.

During the meeting we will give you further information about:

- Your child's start date and the initial settling in period
- Your child's class & teacher
- The curriculum
- School Meals
- Uniform
- Attendance

Many of the staff that will be working with your child will be present and are looking forward to meeting you. There will be an opportunity for you to ask questions and raise any queries you might have. These visits are also a good time for you to share your knowledge of your child. This will enable us to support them effectively with their learning needs from their first day with us and work in a strong partnership with you.

All reception children will start with us on a staggered basis in September 2016 as follows:

- Week commencing Monday 5 September 2016, home visits conducted (individual appointment times confirmed on the 22 June)
- Monday 12 & Tuesday 13 September (08.50am to 11.30 am)
- Wednesday 14 & Thursday 15 September (08.50-12.45pm) stay for lunch
- Friday 16 September (08.50-15.15)
- Monday 19 September, usual school timings apply

Enclosed is an GTPS pupil information form, could you please complete it fully and return it to the school together with the following original documents:

- Your child's full birth certificate or passport
- Each Parents/Legal Guardians ID (Passport or Photo Driving licence)
- Your Council Tax Bill for 2015/2016
- A recent utility bill as proof of address (This must be dated within the last 3 months)

Also enclosed is a meeting reply slip and a free school meals application form which should also be returned to the school or an online application completed via the LBWF website. Please note, that it is really important that you submit all the above information with your application form because, without this information we will be unable to process your application. If you no longer need the place due to a change in your circumstances, or if your contact details are likely to change in the coming months, please let us know as soon as possible. This information will enable the LA to re-allocate your place to another child on the waiting list or amend your child's records.

Yours Sincerely,

Verity Carter
Headteacher