



# Carlton Primary School

*"Developing Lively, Inquiring & Creative Minds"*

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Headteacher: Mr Jon Watson

Dear Parent(s)

I am writing to you to outline our planned transition events for the pupils joining us in September 2024 in our Reception class.

As I have already said in my earlier correspondence, we are delighted that you have chosen Carlton Primary School and we are looking forward to welcoming our new pupils to our school and working with you all. Whether familiar with school, or brand new to Carlton Primary, you and your children are all very much welcome.

### Reception Class for September:

I am pleased to inform you that all of the new intake will be in a single-age reception class in September. Whilst I can never guarantee this, it is my intention and plan that the children will remain in a single age class for their time at Carlton. We are expecting the class size to be approximately 24 children, although this may vary a little. Capacity in any year group is currently set at 28 pupils.

I can confirm that Mrs Smith will be the class teacher for your children and will be supported by Mrs Bramley. Class names (this year we are tress for example) and full staffing structure will be shared with the whole school community when finalised.

### Our planned transition:

We have organised what we believe will be a successful transition period for the children. This includes visit to settings and to our school.

- Visits to settings : Mrs Smith has booked visits with all of the local settings over the next few weeks. This will provide her with a chance to meet your children in a setting familiar to them and to talk to staff about key information. These visits start after the half term break.
- Parent meeting: We would like to invite you to 'welcome meeting' on **Wednesday 19<sup>th</sup> June 2024**. This will give us the opportunity to share a little more about our school, life in Reception class and what you can expect next year, as well as an opportunity for you ask anything you may need to know. This session is for the adults rather than the children.
- Move up days/visits to school: To make transition personal and well manged we have **divided the children in 4 smaller groups**. These groups will be used on our transition days in July as well as starting school in September



Move -up mornings

We have two mornings in school when all pupils spend time with their teacher for September. Your child will attend one of these mornings This session is about the children becoming familiar with the room and staff.

**Friday 12<sup>th</sup> July 9.15- 11.30am – Group A and Group B together**

**Monday 15<sup>th</sup> July: 9.15 – 11.30am – Group C and Group D together**

September:

Again we are using the same 4 smaller groups for the first week in September.

Each small group will have a half-day session in school (on Tuesday or Wednesday) and then two groups will join together to have a whole day in the same week (Thursday or Friday).

This first small group session is so the staff can spend quality time getting to know the children in small groups.

From Monday the 11<sup>th</sup> September all children will be in school full time. We want to get the whole cohort into school and settled quickly

Date	Morning	Afternoon
Monday 2nd September 2024	n/a Teacher Training Day – school closed	
Tuesday 3rd September 2024	Group A	Group B
Wednesday 4 <sup>th</sup> September 2024	Group C	Group D
Thursday 5 <sup>th</sup> September 2024	Group A & Group B together	
Friday 6 <sup>th</sup> September 2024	Group C & Group D together	
Monday 9 <sup>th</sup> September 2024 onwards	All children in school full time	

September Timings:

- Morning only session will be from 9.00 am until 11.30am
- Afternoon session only will be 12.45pm until 3.15 pm.
- Full days are from 8:45am until 3.15pm



Chatterboxes: Mrs Smith would love if your child could bring their chatterbox into school with them for their first half day session in September. The chatterbox is a Carlton tried and tested approach of giving your child a lovely way of sharing information about themselves and who and what is special to them with the adults and other pupils in their class. In these small groups the staff will use chatterboxes as a really good way of getting to know them!  
More information about the chatterboxes can be found on our school website and will be shared at our parent meeting.

We are also emailing out some forms for you to complete. We would be grateful if you could return these promptly either via post or electronically to [carltonprimary@setschools.uk](mailto:carltonprimary@setschools.uk)  
This email address will also be the best point of contact for you use to ask any questions that you have.

We very much look forward to our new Reception class having a super start to life at Carlton Primary School.

Regards and best wishes

Jon Watson  
Headteacher