



# Stamford Green Primary School



13 July 2017

Dear Parents/Carers,

## **Welcome to Stamford Green Primary School**

We are delighted to welcome you and your child to Stamford Green Primary School and are so happy that you and your family are joining us.

Your child has a place in our inaugural nursery class, where we aim to provide all pupils with an excellent start to their lifelong learning. This will be achieved through play, happiness and an exciting early years curriculum, with well-resourced indoor and outdoor areas as well as friendly and caring staff.

Children's education is a partnership between home and school and we value working with you to enable your child to reach their full potential. A smooth transition for your child is very important to us so, with this in mind, there are a number of ways in which we try to make this as easy as possible for all concerned.

An information pack will be provided later on but in the meantime please find the following enclosed with this letter:

1. Induction Information – This includes key dates and staggered entry details
2. All About Me Booklet – To be completed and returned please by Thursday 20 July 2017
3. Pupil Premium Information – To be completed and returned please by Thursday 20 July 2017
4. Terms and Conditions – Deposit to be paid by either cheque or cash to secure your child's nursery place and a copy of your child's birth certificate/passport by Thursday 20 July 2017
5. Uniform Policy
6. Privacy Notice

### **Staggered Entry**

At Stamford Green the vital staggered entry into nursery enables the children to settle into their new environment and get to know the staff and their new friends in a calm atmosphere. During this short period of time, we have a greatly reduced child to adult ratio, which ensures that we can give extra individual attention in the initial first days when starting nursery. Previous experience has shown us that this process does work and is beneficial for all the children involved. This is especially true because we are able to focus on each child's individual needs and illicit what their next steps need to be for every child straight away. Please see the Induction Information sheet for further details.

### **Arrival/Entry to Nursery**

Please make your goodbyes as quick as you can. The vast majority of tears stop before you have even left the school premises! If someone is really not settling into nursery, we will work with individual families to resolve any issues. However, children look out for, and notice adults' reactions when anxious, and are more likely to be upset if you look unhappy yourself.

There is absolutely no access to Nursery via the staff car park so please use the East Gate path which will lead you to the South Gate.

At the start of every nursery session, please enter the Nursery via the South Gate. If approaching from the East Gate please use the new fenced path round to access the South Gate. NB: This is being constructed over the summer holiday. If you are using the West Gate to enter school, then you will need to walk through the Ball Cage and round the outside of the school building to staff who will be waiting for you.

### Leaving/Exit from Nursery

At the end of each session children leaving via the East Gate will need to be picked up at the South Gate and children leaving via the West Gate will walk up with staff to the West Gate collection point.

It is essential that you inform the class teacher if somebody else is to collect your child.

### Finally...

Please indicate, as soon as possible, if you are able to attend your New Parents' Meeting by completing and returning the slip below. We would also appreciate it if you could complete and return all of the forms as stated. Thank you in advance for your co-operation and effort.

We very much look forward to seeing you in September and if you have any concerns, prior to the meeting, please do not hesitate to contact Mrs Noble, School Nursery and Finance Administrator [nobleg@stamford-green.surrey.sch.uk](mailto:nobleg@stamford-green.surrey.sch.uk)

Best wishes,



Mrs Louise Druce  
Headteacher

[head@stamford-green.surrey.sch.uk](mailto:head@stamford-green.surrey.sch.uk)



## New Parents' Meeting – For Adults Only

Wednesday 6 September 2017 at 7.30pm

### Please return the following by Thursday 20 July 2017:

- This form - to confirm attendance at the aforementioned meeting
- Completed booklet 'All About Me'
- Deposit to secure your child's nursery place
- Completed Pupil Premium Form
- Copy of your child's birth certificate

Name of child: .....

I can/cannot attend the meeting.

Number of Parents/Carers attending: .....

Parent's name(s):  
.....