



Spring Lane Primary School

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Dear Parents and Carers,

I wanted to write to you and add further detail to transition arrangements for this half term. We have a number of transition events taking place in preparation for September:

- **8th July - Transition morning and class teachers shared with parents/carers**
- **11th July - Reports being sent home**
- **14th July – Meet the teacher (15.30 – 16:00)**
- **22nd July – End of term. Finishing at 15:15**

Please note dates and times vary for our EYFS parents and children – please refer to the letter sent out for details. If you are unsure, please contact the school office.

8th July - Transition morning and class teachers shared with parents/carers

The children will be given the chance to spend some time in the classroom they will be in from September, with their new teacher(s), from 9:30 – 11:50. They will play 'getting to know you' games, complete different class-based activities and familiarise themselves with the new environment. They will be given a leaflet to take home at the end of the school day, which will have their new class teacher and teaching assistant's name on the front. Inside, it will have further key information such as PE days. There are additional transition activities planned on separate days such as story time with their new teachers. Next year, we will have three new teachers joining us: Mr West, Mrs S. Browne and Mrs I. Brown. They are all experienced teachers and will be a fabulous asset to the school.

5th July - Reports being sent home

In order to comply with GDPR expectations, we are asking parents to collect their child's report from their classroom door at the end of the day and sign to say they have received it. If you are not able to collect your child from the classroom, their report will be held at the office until it is convenient for you to pick it up. Although we are expecting Year 1 children back later from their school trip, we will still be able to hand out parent reports, when you arrive to collect your child.

14th July – Meet the Teacher

We are asking that all parents collect their children from their classrooms at 15:15 as usual. You will then have the opportunity to ask any questions and have a good look at your child's new classroom! For any children who have teachers new to Spring Lane, you will have the chance to meet your child's new teacher in September. During this time, please can if you would like to speak to your child's current class teacher regarding their annual report, please use this time. The gates will close at 16:00.

22nd July – End of term

Please note school will be **finishing at 15:15**, normal time.

Many thanks

Mrs Harper
Head of School