



WEST SUSSEX COUNTY COUNCIL  
**SUMMERLEA C.P. SCHOOL**



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*'Growing thoughtful learners and independent thinkers'*



Thursday 22<sup>nd</sup> April 2021

Dear Parents and Carers

I am writing to welcome you and your child to Summerlea Community Primary School. The Early Years Foundation Stage (EYFS) cohort 2021/2022 is an intake of 60 pupils and we look forward to them starting with us.

We are writing to outline a number of events due to take place later this summer term to support your child's transition to our school. Due to the outbreak of Coronavirus (Covid-19) and the current associated restrictions, some arrangements are subject to change.

However, we will still be working hard to ensure you and your child feel ready for school life at Summerlea and all it will bring.

Staffing arrangements

I am delighted to be able to let you know that Mrs Conrad will be leading Early Years following her return from maternity leave. I am also very pleased to be able to inform you that Mrs Welton will be job sharing with Mrs Conrad. Miss Gemma Camble (Class Teacher) will be remaining in EYFS along with Mrs Lucy Gordon and Miss Lauren Black (Early Years Teaching Assistants). The EYFS team can't wait to begin working with you and your children!

We will shortly send out a transition booklet for you to share with your child and this will include pictures of the Early Years team.

Welcoming Meeting Presentation

In previous years we have held a face to face Welcome Meeting for parents and carers in June. We do not yet know whether this will be feasible and so will instead be publishing a copy of the presentation on our website and we will let you know once this has been uploaded and how to access it.



## Transition Day – Wednesday 7<sup>th</sup> July

On the morning or afternoon of Wednesday 7<sup>th</sup> July your child will be able to visit their new classroom and meet their teacher. We will inform you of arrangements and timings for this in due course as appropriate. In the meantime please save the date!

We have two suppliers of our logoed school uniform items: 'Uniforms Direct Sussex Limited' and 'Yourschooluniform.com'. You will be able to purchase uniform during the day from 'Uniforms Direct Sussex Limited' and 'Yourschooluniform.com' will have information setting out how to purchase items of uniform online. We also stock a large supply of good quality 'nearly new' uniform items. These will also be on sale.

## Communication

As much as possible, future communication will be via the email address you provided to West Sussex County Council when completing the admission process. If, for any reason, you would prefer, or need us, to use a different contact, please inform us.

Should you have any queries, please contact the school office via email or phone (please leave a message) and we will be more than happy to assist you.

You can also visit our school website <https://www.summerlea.w-sussex.sch.uk/> and follow us on Twitter @Summerleahearts to keep up to date with all of the latest news and events.

## Autumn term

The autumn term will start on Thursday 2<sup>nd</sup> September. Final arrangements for your child's actual starting date and time will follow. Please note there will be a five day induction period prior to your child starting full or part time on the following Thursday 9<sup>th</sup> September. Further information about this will be shared soon.

## Preparation

In order for us to prepare for your child starting school in September, please complete and return the enclosed Enrolment Form. Please also complete and return the enclosed School Place Acceptance form along with a copy of your 2021/2022 Council Tax statement. We are required to pass this information to West Sussex County Council.

Attached is an 'All about me' booklet for you to complete with your child. Information in this booklet enables us to contact your child's pre-school and also provides us with important information which helps inform our decisions when creating class lists.

Please return all of the above documentation together by **Friday 14<sup>th</sup> May 2021**. You can email it to us, post it or hand-deliver to the office between 9am and 2.30pm.

We look forward to meeting you and your child soon and I hope you are safe and well.

Yours sincerely

*Helen Morris*

Helen Morris  
Headteacher