



Horncastle Primary School
Bowl Alley Lane
Horncastle
LN9 5EH

12 May 2025

Dear Parents/Carers

We are delighted that your child will be joining or continuing their journey at our school in September and we look forward to a long, happy and productive partnership between children, parents and staff.

For some families this will be the first time you have had a child in school so please be assured that we will do our utmost to ensure a smooth and happy transition to school for you and your child. The emotional well-being of the children is of great importance, and we want to make sure that they all have a happy and exciting start to school. We have made the following provisional plans for transition, and we will update you with finalised plans later on this summer term.

To support your child's transition, we will be contacting nurseries / pre-schools / childminders to arrange a transition conversation. We will endeavour to speak to the setting later this term. For children in our school nursery, we will liaise directly with Mrs Craigs and the Nursery staff, but for those who attend other settings we will liaise directly with local nurseries.

Our 'Welcome Meeting' will be held at **5.30 pm on Wednesday 11th June 2025 in the Upper School Hall** access from next to the school office. This is an opportunity for you to meet the staff who will be in Reception in September and gather information about your child's first year at school. Members of our PTA will be there, and we are also hoping to have some sample lunches from our catering team for you to try. We would love to see as many of you there as possible. If you are unable to attend, please email enquiries@horncastleprimary.co.uk and we will ensure all the information is shared with you via email/post. If you have not been able to complete the admission form before, we will be asking you to complete this at the meeting.

We would like to invite all our families into school for **an informal 'Stay and Play' session between 3.45 pm on either Monday 23 June or Thursday 26 June**. This is an opportunity for you to meet the EYFS staff and meet other families starting their school journey.

We will be sending out our admission forms this term, please complete and submit/return these at your earliest convenience. If you have not completed these by the meeting, we will be chasing completion at the meeting. Please note that we will also need to see sight of the child's long birth certificate at some point. We also ask parents of all new admissions to add parental date of birth and National Insurance number to the Lincolnshire County Council's admissions parent portal and submit a Free School Meal Check for the purposes of establishing eligibility for Pupil Premium.

Please also check our school website for New Starter information and letters <https://www.horncastleprimary.co.uk/parents/new-starters/reception/>. This will be updated as new information is sent out. If you have any questions or queries in the meantime, please do not hesitate to get in touch with us via the school email: enquiries@horncastleprimary.co.uk.

We look forward to meeting you all very soon and getting to know you and your child.

Yours sincerely

Mrs J Withers
Early Years Lead

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