

Headteacher  
Mr James Kilsby  
BSc Hons  
Deputy Headteachers  
Miss Jessica Scott  
BA Hons  
Mrs Rebecca Cole  
BA Hons  
Mr Richard Moore  
B. Ed Hons



Cottenham Primary School  
Lambs Lane, Cottenham,  
Cambridge, CB24 8TA  
Tel: 01954 250227

E.Mail: [office@cottenham.cambs.sch.uk](mailto:office@cottenham.cambs.sch.uk)

Web: [www.cottenham.cambs.sch.uk](http://www.cottenham.cambs.sch.uk)

9<sup>th</sup> May 2024

Dear Parents/Carers,

I am delighted that your child will be starting with us in September 2024 and I look forward to meeting you at the **New Parents' Evening on Wednesday 26<sup>th</sup> June at 6:00pm**. This meeting gives you a chance to meet the Headteacher, Mr Kilsby and class teachers and to find out more about your child starting school. Please note that this is an information evening for adults, children will have an opportunity to meet us on the dates given below.

#### **Induction Sessions:**

This year, we are planning to hold three Induction Sessions between 1:30pm and 2:30pm on:

**Thursday 27<sup>th</sup> June, Wednesday 3<sup>rd</sup> July & Tuesday 9<sup>th</sup> July.**

These sessions are an opportunity for the children to get to know their new class teacher and their peers. It would be helpful if you prepare your child to be left at school for these sessions.

At 1:30pm on these days, staff from each class will collect children from the front of the school building and we will return them to the front again at 2:30pm. Please bear with us whilst we collect and return your children class by class.

We understand that this is a busy time of year and the reason that we hold three sessions is to make sure that everyone has an opportunity to attend at least one afternoon. Your child is welcome to attend any or all these sessions. We do not have the capacity to arrange additional sessions for children who are not able to attend on these dates.

Teachers will also visit the children in their nursery settings, where this is practical. If we are unable to make a visit in person, we will be speaking to nursery staff about your child.

#### **Welcome Meetings:**

In addition to our induction visits, we are also offering each family a 20-minute meeting in school. Meetings will take place between **4<sup>th</sup> & 5<sup>th</sup> September**. Details on how to book this will be released in June.

#### **Class Selection:**

The process of selecting a class for your child is a complex one, considering numbers, gender, academic ability, friendships and advice from pre-schools. I will do my best to accommodate all these factors to create balanced classes. I would like to say that, from our years of experience, children at this age are very adaptable and quickly build new friendships. **PLEASE COMPLETE THE ONLINE FRIENDSHIP FORM BY Monday 20<sup>th</sup> May**, forms submitted after this date will not be considered and children will be placed in a class based on the information I have received from the pre-schools. You will be notified of your child's class in early June.

[Friendship Form](#)



**First weeks at School - times and dates:**

We offer a phased transition to school, where children attend mornings only for the first few days of the school year. I do appreciate that some parents may have to re-arrange their work commitments due to this, but we are trying to ensure that all children have a gentle and positive start to their school careers. Please see the attached **First Weeks at School** letter for start dates. The exact start date for your child and the date and time of your Welcome Meeting will be confirmed in your Welcome Pack, to be distributed at the Parent Information Evening. If you are unable to attend this meeting, Welcome Packs can be collected from the school office **after Wednesday 26<sup>th</sup> June**.

**School Website:**

As an extra source of information, please do look at the school website. The **Guide for New EYFS Parents** page will be updated regularly. This can be accessed via the PARENTS tab or directly from the SEPTEMBER 2024 EYFS INTAKE link on the home page of the website. If you have any concerns about your child starting school, please do not hesitate to contact me so that we can discuss the matter. I look forward to meeting you all soon.

Yours faithfully,

Lucy James, EYFS Team Leader

