



**Saltford**  
CofE Primary School

Saltford CofE Primary School  
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[www.saltfordschool.org.uk](http://www.saltfordschool.org.uk)  @SaltfordPrimary

**Headteacher:** Dawn Sage  
**Chair of Governors:** Paul Cummings

April 2024

Dear Parents/Carers

We would like to offer your family a very warm welcome to Saltford CofE Primary School.

Over the coming months we will provide you with lots of information about your child starting school. An important date for your diary is **THURSDAY 20th JUNE AT 5PM IN THE SCHOOL HALL for our 'Welcome to Early Years Evening Meeting'**.

As a starting point, please do familiarise yourself with our [school website](#) and, in particular, the ['Starting School in 2024' section](#) for a closer look at our school and to access the necessary forms. All links to digital forms that we ask you to fill in prior to your child's start will be on this page. If you can fill these in as promptly as possible, especially the Pupil Essential Information Form, it really helps us with our communication to you. Do also follow us on Twitter @SaltfordPrimary to keep updated with what our children are currently up to.

In addition to this, in June and July, the Early Years teachers will be contacting nurseries and pre-schools in order to get to know a little more about your child, which helps them to build a picture of your child's abilities and needs

**Action Points:** We would be extremely grateful if you could return the following at your earliest convenience but no later than **Monday 13th May 2024**:

- We have a legal obligation to see your child's birth certificate for our records. They will not be allowed to start school until the school has seen the birth certificate. **Please email us at [enquiries@saltfordschool.org.uk](mailto:enquiries@saltfordschool.org.uk) with a scan of your child's birth certificate, as this will need to be checked by the office.** Please can all emails sent have your child's name and Starting School 2024 in the subject line
- Please complete the forms listed below via a Microsoft Form on our school website. Links to these are also on the school website in ['Starting School in 2024'](#):  
[Pupil Essential Information Form](#)  
[Friendship Information](#)  
**If applicable, Free School Meals Forms\***

\* All children are entitled to Universal Free School Meals during their time in EYFS and KS1. This can continue if you receive certain benefits. Please do read the benefit dependent [Free School Meals eligibility information carefully](#) to see if you qualify for this. We strongly advise that you complete this if you think you qualify. If you need any guidance, do not hesitate to contact the office.

If you are unable to access these, please call or email the school office on 01225 872185 or [enquiries@saltfordschool.org.uk](mailto:enquiries@saltfordschool.org.uk) with your child's name and Starting School 2024 in the subject line and our team will be happy to help.

### **Meeting your new class teacher**

We have two Reception classes at Saltford School, Bumblebee and Butterfly Class. In term 6, we will invite you and your child to Stay and Play sessions followed by a Story time where you will leave your child in the class with their teacher and other staff to support their transition into school.

Stay and Play Sessions will take place in the week beginning 17<sup>th</sup> June. We will write to you to inform you of the date we'd like you and your child to attend.

Storytime session for Bumblebees will be on Monday 24<sup>th</sup> June

Storytime session for Butterflies will be on Tuesday 25<sup>th</sup> June

You will be informed by letter which class your child is in no later than Monday 17<sup>th</sup> June. In order to help us with this, please complete the Friendship and Pre School Information Form no later than **Monday 13<sup>th</sup> May. This is a final deadline for this information and will help us to place your child with at least one friend in their new class. Information received after this date will not be included in the class setting process.**

### **September 2024**

In your child's class placement letter (due no later than 17<sup>th</sup> June 2024) you will also find information about your child's first three weeks in school and details explaining whether they will be attending morning or afternoon sessions. **Please read this carefully so that you can make childcare arrangements in advance.**

We run our entrance into school, in line with our Futura Learning Partnership family of schools.

INSET (Staff training days) – school is closed to all children –Monday 2<sup>nd</sup>/ Tuesday 3<sup>rd</sup> September 2024

In week one (w.b. 2/9/23) From Wednesday, we will run split morning or afternoon sessions for your child to attend.

In week two (w.b. 9/9/23) Split sessions will continue for all children.

In week three (w.b. 16/9/23) Monday 16<sup>th</sup>/ Tuesday 17<sup>th</sup> September All children will stay for the morning session and for lunch. From Wednesday 18<sup>th</sup> September All children will stay all day.

The 2024/2025 term dates are also available from our website

<https://www.saltfordschool.org.uk/the-office/>

Our uniform policy can also be found at

<https://www.saltfordschool.org.uk/assets/uploads/documents/office/School%20Uniform%20Guidelines.pdf>. Please follow this carefully.

Uniform can be ordered online via our school website or [www.mandsyourschooluniform.com](http://www.mandsyourschooluniform.com) and <https://www.harvemschoolwear.co.uk/>

If you have any concerns or questions please do not hesitate to contact the school office. We look forward to meeting you all and welcoming you to our Saltford School family.

Yours sincerely

Miss E. Davis  
EYFS Leader