



May 2024

Dear Parents and Carers

The school is currently in the process of determining the class structure and pupil placement for September 2024. I would therefore like to take this opportunity to explain the school's procedures on how these decisions are made.

The organisation of the year groups has to be an annual event as it is dependent on the number of children in each year group and the resulting funding. Possible options as to how the school will be organised are generated by the Headteacher.

Consideration has to be given to:

- the number of children starting school in our Reception classes in September
- the legal limit on class sizes in Reception and KS1 (currently 30 pupils)
- the potential size of any KS2 class (there is no legal limit) and
- the available accommodation (given Health and Safety restrictions).

In September 2024 we will continue to have fourteen classes – all with single year groups in them.

We are currently expecting 60 children in Reception in September.

In order to allocate pupils to a class, the following criteria are considered when the children join the school in Reception:

- gender balance of the new class
- advice and outcomes from the Nursery setting
- guidance from our new parents with regard to friendships.

In our current Reception we have two classes and we aim to move them up as a parallel class.

We may need to make adjustments to the classes as the children get older based on a number of factors including attainment and friendships. **This will be looked at when children transition from Key Stage One to Key Stage Two.**

### **Current Year Two in September**

Having carefully reviewed our current Year Two children and their recent assessments, we have decided that we will revisit the Year Two classes and have some movement as they transition into Year Three. I will write to parents/carers in this year group separately with regards to this and ask for their thoughts and input.

We will hold a Welcome to Key Stage Two meeting for our Year Two parents in the school hall on **Monday 1<sup>st</sup> July at 5pm**. We will write to you all nearer the time with details of this meeting.

## Staffing plans for September 2024

Below you will see the staff plan for September 2024.

<b>Current class and teacher</b>	<b>Year group in September 24</b>	<b>Class teacher and name of class in September 24</b>
Nursery	Reception	Miss Elizabeth Davis Bumblebee Class
Nursery	Reception	Mrs Melissa Brook (Monday and Tuesday) Mrs Gemma Morgan (Wednesday to Friday) Butterfly Class (Miss Hansford is on maternity leave)
Bumblebee Miss Elizabeth Davis	Year 1	Mrs Maria Newark Mrs Ruth Hayden (Friday) Apple Class
Butterfly Miss Sophie Hansford	Year 1	Mrs Charlotte White Pear Class
Mrs Charlotte White	Year 2	Mrs Patricia Nethercott Palm Class
Mrs Maria Newark and Mrs Ruth Hayden	Year 2	Mrs Charlotte Hardy Cherry Class
Miss Natalie Jupp	Year 3	Mr Sam George Sycamore Class
Mrs Charlotte Hardy	Year 3	OR Miss Natalie Jupp Maple Class (current Year 2 parents please see your additional letter)
Mr Sam George	Year 4	Mr Robert Jenkins Willow Class
Miss Beth Benton	Year 4	Mrs Kathryn Hamlen Lime Class (Mrs Mel Gordon maternity leave)
Mrs Patricia Nethercott/ Mrs Melissa Brook	Year 5	Mr Andrew Boyle Horse Chestnut Class
Mr Robert Jenkins	Year 5	Miss Beth Benton Elm Class
Mrs Kathryn Hamlen	Year 6	Mr Jon Godwin Oak Class
Mr Andrew Boyle	Year 6	Mr Nathan Styles Ash Class

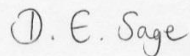
Mrs Spincer is our Deputy Headteacher and will be teaching in both Year 3 classes on a Thursday and Friday.

**Transition support for children:** Your child will meet their new teacher on the morning of **Thursday 4<sup>th</sup> July** and spend time in their new classroom.

**Transition information for parents:** Parents' welcome meetings for our year groups will be held at the beginning of Term One (except new Reception and new Year Three which we will already have held in Term Six). We will be in touch nearer the time with the dates and times of these.

I hope you feel this letter sets out how we organise our classes. Please do contact me should you need any further clarification.

Yours sincerely

A handwritten signature in cursive script that reads "D. E. Sage". The signature is written in black ink on a light-colored background.

Mrs D Sage  
Headteacher