



London Borough of Havering
ENGAYNE PRIMARY SCHOOL

Mrs S Sankey: Headteacher
01708 223492

May 2022

Dear Parent/Carer

Thank you for choosing Engayne Primary School as your child's first school. We look forward to meeting and working in partnership with you.

We completely understand that you might be anxious about your child starting school this year. Try not to worry and trust us professionally. We really do care and will do what is best for each individual child. Children are far better than we think sometimes about being resilient and adapting.

To try to assist with child-care arrangements and to help you plan for your child starting school in September here are some dates for your calendars.

We would like to invite you into school. On this visit you will pick up your child's book bag, visit the classroom with your child and meet their class teacher. The children will have a short play session while I speak with you regarding your child's start to school. The session will be no longer than approximately 45 minutes. Children do not need to wear any school uniform.

Tuesday 21st June 3:25 pm

Siblings only (so if you already have a child at Engayne, siblings are welcome too.)

Wednesday 22nd June 3:25pm

Surnames A - G

Thursday 23rd June 3:25

Surnames H - Z

Each child will be given an Engayne book bag which is a gift from the EPFA (Engayne Primary Friends Association). Inside is some information you will need. On the book bag it will have your child's house and class. Inside the book bag you will find some forms and a parental consent booklet that you must complete and return to the school office before **FRIDAY 1st JULY**.

Please bring these with you when collecting your book bag and coming into school

1. It is a statutory requirement for the school to see your child's birth certificate. Please bring birth certificates to be photocopied when you collect your book bag.



2. We would also appreciate a current photograph of your child for display purposes could you please also bring this with you when you collect the book bag ensuring that your child's name is printed clearly on the back.
3. It is also a legal requirement to provide us with three documents showing proof of your address. **Without proof of address, your child will not be eligible to start school.** Please also bring these with you.

On our school website we are adding information to the intake tab
<https://engayne.co.uk/new-intake/>

We will add as much information as possible. Luckily, we have a high number of siblings starting school this year so many of you already know procedures.

Miss Pumfrett is the leader for early years.

We are currently communicating with pre-schools and sorting out classes. You cannot request which teacher you would prefer.

Urgent request - Please email contact@engayne.co.uk with your child's name and which pre-school your child currently attends.

In September the children will be part time for two weeks from Monday 5th September 2022 until Friday 16th September. **The children will start full time on Monday 19th September 2022.**

As the Government has introduced the free school meals for infants please avoid sending in a packed lunch so they get to try a meal each day for a week. Your child will be entitled to a free school meal each day from September. **Please apply for the Pupil Premium grant as this means money for your child within school to support their learning (form in book bags).**

Morning sessions are for children born **after** 1/3/18

Afternoon sessions are for children born **before** 28/02/18

Breakfast club can start on Monday 19th September, not before.

	AM session	PM session
Monday 5 th September – Friday 9 th September	9:30-12:15 with a hot free school lunch.	1:00-3:05 no lunch
Monday 12 th September – Friday 16 th September	9:30-11:45 no lunch	12:30 – 3:05 with a hot free school lunch
Monday 19 th September	ALL CHILDREN FULL TIME	ALL CHILDREN FULL TIME



I look forward to meeting you all when you come in and please email the school with any queries.

With very kind regards

A handwritten signature in black ink that reads 'Sara Sankey'. The signature is written in a cursive, flowing style.

Mrs Sara Sankey

Head teacher

