



London Borough of Havering
ENGAYNE PRIMARY SCHOOL

Mrs S Sankey: Headteacher
01708 223492

April 2024

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.

Due to a reduction in the birth rate there will be three class of below 30 children starting in September.

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.

Wednesday 26th June 3:25 pm

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

Thursday 27th June 3:25pm

Non – siblings / new to school

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 7th 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 from Wednesday 4th September 2024 until Thursday 12th September. **The children will start full time on Friday 13th September 2024.**

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** 1/3/20

Afternoon sessions are for children born **before** 28/02/20

Breakfast club can start on Monday 16th September, not before.

	AM session	PM session
Wednesday 4 th September – Friday 6 th September	9:30-12:15 with a hot free school lunch.	1:00-3:05 no lunch
Monday 9 th September – Thursday 12 th September	9:30-11:45 no lunch	12:30 – 3:05 with a hot free school lunch
Friday 13 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 style with a large, looping 'S' at the beginning.

Mrs Sara Sankey

Head teacher

