



West Sussex County Council  
**Thomas A' Becket Infant School**

Pelham Road, Worthing, West Sussex, BN13 1JB



**Headteacher:** Mrs A Dingwall      **Deputy Headteacher:** Miss C Wade  
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Friday 14<sup>th</sup> June 2024

Dear Parents & Carers,

We are pleased to inform you today of your child's class for September.

Your child will be in **Butterfly Class**  
The Class Teacher will be Mr M Cooley

The following arrangements refer to your child's transition into school and we are looking forward to meeting you all during these sessions. The plan is designed to ensure that your child's start to school is positive and enjoyable, so they are settled and happy once the whole class come together for the first time.

The children will initially be coming into school in a group of 15. They will be in either **A** or **B** group. Your child is in:

**BUTTERFLY CLASS – Group B**

**New Entrants Evening:**

We would like to welcome all Parents and Carers of '**Butterfly Group B**' to a meeting with school staff on **Monday 17<sup>th</sup> June at 5.45pm**. The purpose of this meeting is to share key information about the starting school process, and how to help prepare you & your child for school. It is important for you to attend this meeting, as we will also be handing out further information and resources. **This meeting is for Parents and Carers only.**

**Stay and Play: There will be 1 session on Monday 24 June 2024**

This session is very informal to enable you to get to see your child's new environment, chat to the Teacher and Teaching Assistant, and meet other Parents in the class. For this session we ask the Parent/Carer to stay with their child. Please see the timetable overleaf for the timing of this session.

**Story Time: There will be 1 session on Wednesday 3<sup>rd</sup> July**

The children and their Parents/Carers are invited to spend some time in their new classroom. Parents and Carers will also be invited to meet our Governors, FABS Team and Senior Leadership Team in the Hall whilst the children have a story with their new teacher. Please see the timetable overleaf for the timing of this session.

**Staggered Start in September (see timetable):**

On the first day, you are welcome to stay with your child for a few minutes while they settle. After this we ask that you do not come into the classroom as we want to help your child begin to settle themselves and build their independence.



**Part-Time Children:**

If you decide that you would like your child to be part-time, pick-up time will be after lunch at 12.30pm. Any part-time requests are to be discussed and agreed with the Class Teacher and EYFS Leader of Learning.

**One-Way System:**

We operate a one-way system around the school grounds to ease congestion at the start and end of the day. On the first couple of shorter days, the Class Teacher will show you where to drop-off and pick-up your child.

From **Thursday 12<sup>th</sup> September** when your child will be in school full time, your child's class drop off and pick up times will be as follows: **8.40am-2.50pm**

**Parent Meeting:**

Please use the link below to book a 20-minute introductory meeting with your child's Teacher, on either **Tuesday 3<sup>rd</sup> or Wednesday 4<sup>th</sup> September**. This is an opportunity for you to come in, meet your child's Teacher and share information about your child to help us adapt our provision to support them as they transition into school. Your child is welcome to attend the meeting.

<https://www.eventbrite.co.uk/e/922942003377?aff=oddtcreator> Tuesday

<https://www.eventbrite.co.uk/e/922950739507?aff=oddtcreator> Wednesday

**Photograph of Your Child:**

We would also like a photograph of your child, which will be used around the classroom to help them settle at the start of the year. Please send your Class Teacher a photo of your child to use in class (portrait orientation), by 1<sup>st</sup> July at the latest.

The email address to use for these photos is: [mcooley@tabinfant.org.uk](mailto:mcooley@tabinfant.org.uk)

**'Transition Plan' Dates and Times:**

*Unfortunately, we are unable to change the group your child has been placed in.*

**BUTTERFLY CLASS – Group B**

Date	Session	Time
Monday 17 <sup>th</sup> June	<b>New Entrants Evening – For Group B</b> <i>This meeting is for parent/carers only, not children.</i>	5.45pm
Monday 24 <sup>th</sup> June	<b>Stay and Play - Group B</b>	4.05pm–4.50pm
Wednesday 3 <sup>rd</sup> July	<b>Story Time- Group B</b>	10.30am-11.20am
Tuesday 3 <sup>rd</sup> Sept	<b>Parent Meetings</b> (all day) <i>You will have chosen your 20-minute slot on Eventbrite</i>	9.00am-3.00pm
Wednesday 4 <sup>th</sup> Sept	<b>Parent Meeting</b> (all day) <i>You will have chosen your 20-minute slot on Eventbrite</i>	9.00am-3.00pm
Thursday 5 <sup>th</sup> Sept	<b>'Staggered' Afternoon - Group B</b>	12pm-2.20pm
Friday 6 <sup>th</sup> Sept	<b>'Staggered' Afternoon - Group B</b>	12pm-2.20pm
Monday 9 <sup>th</sup> Sept	<b>'Staggered' Afternoon - Group B</b>	12pm-2.20pm
Tuesday 10 <sup>th</sup> Sept	<b>Morning Session (no lunch)</b> <i>All children in</i> <i>Please bring in the children's memory boxes</i>	8.40am-11.40am

Wednesday 11 <sup>th</sup> Sept	<b>Morning Session and Lunch</b> <i>All children in</i>	8.40am-12.10pm
From Thursday 12 <sup>th</sup> Sept	<b>All children Full-Time (from today)</b> <i>(Part-time for those where it has been agreed).</i>	8.40am-2.50pm

We look forward to welcoming you and your child into our school family.  
Best wishes

Mrs A Dingwall  
Head Teacher

Mrs C Cockrell  
Early Years Leader of Learning