West Street Community Primary School
West Street
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17th July 2017

Dear Parent/Guardian,

It has been lovely to meet you and your children during their visits and transition sessions. I would like to inform you of the arrangements for your child starting with us in September. As outlined at the meeting we will be staggering their start. Your child will spend 1 week coming in the mornings and 1 week coming in the afternoons. The week they do mornings will also be the week they stay for their lunch. This will allow the children time to get used to their surroundings, the staff and routines as well as enabling some initial assessments.

In the third week they will come in full time.

The arrangements for will be:

Mon 4th September – Fri 8th	9.00am-12pm
Mon 11th – Fri 15th	12.30pm-3pm
Mon 18th all day	

Your child should be dropped off and collected from the Foundation Unit entrance on Craddock Road.

If you have any queries please come and ask.
We very much look forward to the start of this exciting journey. If I don't see you before have a lovely summer and we will see you in September.

Many Thanks

Mrs Burtoft