

# ASHTREE PRIMARY SCHOOL & NURSERY

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Dear Parents/Carers,

We hope this letter finds you well.

As we still find ourselves in uncertain times, we would like to share with you some of our plans for your children starting Reception with us in September.

- Please ensure you follow us on social media, the details can be found at the top of this letter.
- Please look at the Reception Transition page on our school website. Here you can find a virtual tour of our classrooms, photos of our staff and useful documents.  
<https://ashtree.herts.sch.uk/parents/transition/>
- We have added all of your email addresses to a newly created email entitled:  
[newreceptionparents@ashtree.herts.sch.uk](mailto:newreceptionparents@ashtree.herts.sch.uk)  
We will use this email address to communicate with you as necessary from now until September, so please add us to your contacts list.
- We will be inviting you and the children to a Google Meeting for us all to say hello to each other. Further details and the link to this will be sent to you via the email address above in due course.
- Should September be 'back to normal' please find below the first week's transition timetable for Reception.  
**If this period of working in a different way, due to Covid-19, continues into September and our first week back to school needs to be altered, then we will update you of the Government's guidelines and recommendations via the email address above.**

<b>Monday 7<sup>th</sup> September</b>	<b>9.10 – 10.30</b>	<ul style="list-style-type: none"> <li>• Today's start time is slightly later to allow Parents/carers to settle older siblings into their new classes</li> <li>• We welcome all Parents/Carers to stay and play with their children in the Reception classes today</li> <li>• It will be a chance for you to familiarise yourselves with our classrooms and talk to the staff</li> <li>• Please <b>do not</b> bring book bags/plimsoll bags/PE bags today</li> <li>• Please <b>do</b> bring a named water bottle</li> <li>• Today there will be no lunch as home time is 10.30</li> </ul>
<b>Tuesday 8<sup>th</sup> September</b>	<b>8.50 - 12.00</b>	<ul style="list-style-type: none"> <li>• Today's start time is the normal time of 8.50</li> <li>• Today Parents/Carers will be encouraged to allow their child to come into the classroom independently where possible</li> <li>• Please <b>do not</b> bring book bags/plimsoll bags/PE bags today</li> <li>• Please <b>do</b> bring a named water bottle</li> <li>• Today there will be no lunch as home time is 12.00</li> </ul>
<b>Wednesday 9<sup>th</sup> September</b>	<b>8.50 – 11.30</b>  <b>or</b>  <b>8.50 – 1.15</b>	<ul style="list-style-type: none"> <li>• Today's start time is the normal time of 8.50</li> <li>• Today Parents/Carers will be encouraged to allow their child to come into the classroom independently</li> <li>• Please <b>do</b> bring named book bags/plimsoll bags/PE bags today. These will now stay at school</li> <li>• Please <b>do</b> bring a named water bottle</li> <li>• Children will stay for lunch today. Parents/Carers are invited back to school at 11.30 to stay and have lunch with their child. Parents/Carers are welcome to bring their own nut-free packed lunch. You may then take your child home once finished</li> <li>• If you are unable to have lunch with your child today, then the Reception Team will accompany them and home time will be 1.15</li> </ul>
<b>Thursday 10<sup>th</sup> September</b>	<b>8.50 – 1.15</b>	<ul style="list-style-type: none"> <li>• Today's start time is the normal time of 8.50</li> <li>• Today Parents/Carers will be encouraged to allow their child to come into the classroom independently</li> <li>• Please <b>do</b> bring a named water bottle</li> <li>• Today all children will have lunch accompanied by the Reception Team</li> <li>• Home time will be 1.15</li> </ul>
<b>Friday 11<sup>th</sup> September</b>	<b>8.50 – 3.15</b>	<ul style="list-style-type: none"> <li>• Today's start time is the normal time of 8.50</li> <li>• Today Parents/Carers will be encouraged to allow their child to come into the classroom independently</li> <li>• Please <b>do</b> bring a named water bottle</li> <li>• Today all children will have lunch accompanied by the Reception Team</li> <li>• The children will stay for the afternoon and home time will be 3.15</li> </ul>

It is our policy not to let the children go home with anybody other than yourself or a designated person. If there is any change to this arrangement, please let the Reception Team know in advance where possible. This will then be written in a book which is held in Reception so that all staff are aware. If you need to let us know the change of person during the day, then you must phone the school office who will inform us.

Our aim is to ensure the smoothest start to Reception, so if you have any further questions then please do not hesitate to contact us and we will do our very best to help you where possible.

Yours sincerely

The Reception Team