



G A Y T O N P R I M A R Y S C H O O L
G A Y T O N R O A D • H E S W A L L • W I R R A L • C H 6 0 8 P Z

Wednesday 17th June 2020

Dear Parent/Carer,

Welcome to Gayton Primary School. We are so pleased that your child will be joining us in September. We have provided you with an induction pack that contains all the information you will need to support your child in making the transition into primary school in September. We would normally hold a series of transition events during the summer term to provide opportunities for you and your child to get to know more about the school. However, due to COVID 19 our transition does look a little different this year.

At the time of writing this letter, we are assuming all of the children will be back in school as normal in September, however, if the plans have to change due to the COVID-19 situation we will let you know as soon as possible. We have added to the pack our part time transition arrangements which show the days that your child should attend school in September. All F2 pupils commence on a phased timetable to allow them time to settle into primary school and adjust to the new systems and routines.

Your child will be placed in our F2 class with Mrs Such (teacher) and Miss Spearing (teaching assistant).

Induction:

We would normally hold an induction evening, however, this is not possible this year so instead we will be posting a powerpoint to our website with further information about your child's transition into F2. This will be available from **Wednesday 24th June 2020** and we will send you an email to remind you that it is available. Mrs Such will also be contacting all families individually (via telephone) over the next few weeks to discuss your child and to address any questions you may have.

We always have a phased start for our F2 pupils in September to allow them to start school but to give them time to settle into all the new routines and structures that will be in place. In the pack you will find out whether your child is in group A or group B and this will then determine when your child will attend school. All pupils will start full time from **Monday 21st September 2020**. If we feel your child is not ready to stay for the full day by this date, then we will speak to you individually regarding this.

On the afternoons of **Thursday 10th September** and **Friday 11th September 2020** Mrs Such and Miss Spearing will be individually meeting with families to discuss your child. This is just a wonderful opportunity for you to find out how your child is settling into school and helps us in finding out more about your child.

'All About Me' Information pack- In your pack we have enclosed the 'All about Me' information pack. We would really like you to complete this book with your child and return to school by **Friday 3rd July 2020**. We love receiving these back as it provides us with a great way to find out more about your child.

Pupil Information booklet- Within your pack you will find a pupil information booklet. It is vital that all the information included in this pack is returned to school by **Friday 3rd July 2020** as well. This will provide time

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for the admin team to ensure all administration can be completed prior to your child joining our school family. This can be posted back to school or can be dropped off at the office. As part of this pack, we do need to see your child's birth certificate. Therefore once you have dropped off your child's information booklet please bring your child's birth certificate into school so the office staff can verify the details against the information recorded in the pupil information booklet. Please do not send the birth certificate by post.

Tapestry: Within the F2 pupil information booklet, there is information about Tapestry. This is an online learning journal that we have been using at Gayton for a number of years. Tapestry allows us to make observations as well as include assessments which we can use to track your child's development, progress and achievements. You will be able to access this by logging into the website to see photographs and read comments and observations made by school staff. Due to COVID-19 we would like to start using Tapestry with you before September as this will give us the opportunity to start to get to know your child. In the pack there is a detailed letter explaining what Tapestry is and the data about your child that it will store. Once we have received your signed consent we will begin to use this tool to share key information with you.

Useful Information:

All details regarding uniform can be found in the information included in this pack. Please note the change this year that we are asking F2 pupils to wear polo shirts and not shirts and ties.

School Day: The school day begins at 8:50am and the end of the school day is 3:20pm. Children can start to arrive on the playground from 8:40am.

Absence: If your child is going to be absent, due to illness, please contact the school office on 0151 342-3772. It is vital that you let us know before 9:15am.

Parents are reminded that holidays during term time are not permitted. Leave of absence may only be granted in very exceptional circumstances. Our attendance policy can be viewed at www.gayton.wirral.sch.uk

S4YC:

We have included information in the pack regarding S4YC they run a before and after school club at Gayton. If your child needs to attend this provision, it is vital that you register and book directly with S4YC.

We are very much looking forward to your child joining us in September. Gayton is a very special school with such caring children and talented staff and we really hope that your child settles in well and thoroughly enjoys their time at Gayton.

Kind regards,

Mrs McAleny

Headteacher

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