



# Class 1 and Class 2

Eastfield Primary School  
Colliery Road  
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WV1 2QY

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1<sup>st</sup> July 2024

Dear Parents,

I am now able to detail our plans for your child's induction in September. Our normal school hours are 8:40-3:20pm, however as part of your child's transition we will be building up to these hours over the 1<sup>st</sup> few weeks.

**Monday 2<sup>nd</sup> September, Monday 9<sup>th</sup> September, Monday 23<sup>rd</sup> September - School is closed for INSET (teacher training) days**

<b>Week 1</b> Tuesday 3 <sup>rd</sup> , Wednesday 4 <sup>th</sup> , Thursday 5 <sup>th</sup> and Friday 6 <sup>th</sup> September	For the 1 <sup>st</sup> 4 days, all children in Class 1 and 2 are to attend school from <b>8:40-2pm</b> Children will attend school in full school uniform and will stay for lunch <b>Entrance 'drop off' / collection 'pick up' will be via the blue fire doors on the car park (see photo at the bottom of the letter)</b>
<b>Week 2</b> Tuesday 10 <sup>th</sup> , Wednesday 11 <sup>th</sup> , Thursday 12 <sup>th</sup> , Friday 13 <sup>h</sup> September	All children in Class 1 and 2 are to attend school from <b>8:40am-3pm</b> <b>Entrance 'drop off' / collection 'pick up' will continue to be via the blue fire doors on the car park this week only</b>
<b>Week 3</b> Monday 16 <sup>th</sup> September - Friday 20 <sup>th</sup> September	All children in Class 1 and 2 are to attend <b>normal</b> school hours <b>8:40am - 3:20pm</b> <b>Entrance 'drop off' will continue to be via the blue fire doors on the car park for this week only.</b> <b>Children will be collected from the multi-coloured fence 'outdoor classroom' on the school playground - this is a change from previous weeks, as we get the children ready for 'normal' drop off and pick up arrangements</b>
<b>Week 4</b> Tuesday 24 <sup>th</sup> September - Friday 27 <sup>th</sup> September  <b>Blue Entrance Gates are on Colliery Road, Griffin Street (by nursery), Eastfield Grove</b>	This week children will need to be dropped off via the main school gates - Colliery Road, Griffin Street or Eastfield Grove. Your child will enter the school gates on their own and there will be staff to meet and greet your child. Gates open between 8:40-8:50am. Gates close at 8:50am prompt. All children are to attend <b>normal</b> school hours 8:40 - 3:20pm <b>Children will be collected from the multi-coloured fence 'outdoor classroom' on the school playground.</b> <b>WE WILL NO LONGER BE USING THE BLUE FIRE DOORS ON THE CAR PARK</b>



For the 1<sup>st</sup> 3 weeks of induction, in order to build relationships with the class teacher, we will be using the blue fire doors (next to the green container) on the shared car park for your child to enter and exit the reception classrooms. These blue doors will be clearly sign posted and we will ask you to line up outside the doors and wait for school staff.

I know that your child starting school can be both an exciting and worrying time and yet I would like to reassure you that both myself and the staff in Class 1 and Class 2 will do our very best to make it a very special time for both you and your child. Please visit our school website [www.eastfieldprimaryschool.org.uk](http://www.eastfieldprimaryschool.org.uk)

On our website, please go to > parents > New Reception Starters September 2024 and here you will find lots of information to support you and your child including video introductions to key staff including your child's class teachers. On the 'New Reception Starters September 2024' page - click on each 'Ladybird' and you will find information attached. School Uniform can be bought via the school office using School Comms or by visiting 'Lads and Lasses School Wear' in Penn,

[Eastfield Primary School | School & Work Uniforms | Lads & Lasses Schoolwear](http://Eastfield Primary School | School & Work Uniforms | Lads & Lasses Schoolwear) ([ladsandlassesschoolwear.co.uk](http://ladsandlassesschoolwear.co.uk))



Whilst school is closed for the 6 weeks holiday, please follow us on facebook <https://www.facebook.com/EastfieldPrimarySchool/> and if you have any questions, whilst the school is closed please email them to: [office@eastfieldpri.co.uk](mailto:office@eastfieldpri.co.uk) and we will endeavour to get back to you within 72 hours.  
**Please also read our pupil leaflet with your child to prepare them for the next step in their journey.**

I look forward to meeting you and your child in September.  
Have a lovely summer holiday.  
Mrs Hay  
Head Teacher