

Salhouse C of E Primary School

Executive Headteacher: Mrs Hayley Sonnex

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email: office@salhouse.norfolk.sch.uk web: www.salhouseschool.co.uk



14th May 2025

Dear Parents / Carers,

We are delighted that your child is going to be joining our Reception class in September and we are very much looking forward to meeting them and welcoming them into our classroom. We are also looking forward to working closely with you to ensure that your child has the best possible start to their education and school life at Salhouse Primary.

This letter contains all of the information you need to help get your child ready for starting school in September. It also includes details of a series of events that we will be holding over the summer term. These have been carefully planned to support your child's transition into our school and through these events your child will become familiar with key staff, the learning environment and other children who will be in their class. In turn, we hope this will enable them to feel safe, happy and confident when they begin their learning journey with us. We would like you to come along to as many transition events as possible.

Key dates and events

Date	Time	Event
22.05.25	5.30-6.30pm	Parent Meeting
w/c 02.06.25 w/c 09.06.25		Visits to pre-school settings
18.06.25	3.30pm - 4.15pm	Group A 'Stay and Play'
25.06.25	3.30pm - 4.15pm	Group B 'Stay and Play'
09.07.25	2pm-3pm	Teddy bears picnic (all children – Group A and B)
Autumn Term (September)		
3 rd , 4 th , 5 th Sept		Home visits
w/c 08.09.25		Staggered start to term (see below)

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Parent Meeting (22.05.25)

At this meeting you will be welcomed by Mr Emmens, the Head of School. During the meeting you will also be introduced to other key members of staff, learn about the Early Years Foundation Stage and about the learning opportunities your child will have whilst in Coots class (Reception). We will talk about the day-to-day routines and the practical things you need to know for when your child starts school. We will also share further details about the transition events detailed below. In addition to this, you will also be given an induction pack containing further information to support your child with starting school.

Visits to pre-school settings

We will contact and visit your child's preschool setting (if possible) so that your child is able to meet us in their current educational setting. We will use this opportunity to also gather more information about them, for example how they like to learn, their interests and their next steps for learning. If your child does not attend Fledglings Nursery, then please email the school office with details of the setting they do attend, so that we can arrange transition meetings with the setting.

Stay and play session

This session will be held in the Coots classroom and outdoor area to enable your child to become familiar with the learning environment. They will also meet with the Reception class teaching team and there will be a range of play-based activities set out so they/you can have lots of fun whilst with us.

We kindly request that your child is accompanied by an adult for these sessions. For induction purposes we have split the children into two groups which have been organised alphabetically based on their surname.

If your child's surname starts with the letter from A-G they should attend the sessions for group A. If your child's surname starts with the letter from H-Z they should attend the sessions for group B.

Teddy bears' picnic

All children are invited to stay for this session and bring a teddy/small soft toy. We would like parents/carers to leave their child in the classroom for this session, but you are invited to have refreshments in the school so that you are close by in case you should be needed to support your child. We are hoping that Norse will also be attending on this afternoon with a sample menu for you to try!

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Arrangements for Autumn Term (September)

At the start of the autumn term (September) we gradually build up the length of time the children are in school each day, to support their transition into full-time education. This also allows us to carry out home visits, during which we meet in your home and speak with you to learn more about your child and how we can support them when they begin their exciting educational journey with us. The details of this are set out below and will be discussed further during the parent meeting on 22nd May.

DATE	TIME	GROUP
3 rd , 4 th , 5 th Sept		Home visits
08.09.25	8.45am - 11.30am 1.00pm - 3.15pm	Group A Group B
09.09.25	8.45am - 11.30am 1.00pm - 3.15pm	Group B Group A
10.09.25	8.45am - 11.45am	All children
11.09.25	8.45am - 1pm (including lunch)	All children
12.09.25	All day	All children

Further information about the school can be found on the school website

<http://www.salhouseschool.co.uk/welcome/>

and below are useful links that you may require over the coming months.

Uniform

School uniform can be ordered through this link

<https://www.brigade.uk.com/>

There is information attached to the email regarding sizes and last ordering dates.

Friends of Salhouse School (FOSS) run regular pre loved uniform sales throughout the year. There are no set prices for items of clothing, we just ask that you make a donation to FOSS.

All items should be named, so we partner with My Nametags to reduce lost property. Please go to

www.mynametags.com

to order yours and use the **school ID 30537**.

Fledglings Breakfast and Afterschool Clubs

Our breakfast and after school club is run by Fledglings. If you are interested in these services further details can be found on our website

<http://www.salhouseschool.co.uk/classes/fledglings/>

Free school meals

The current school lunch menu is available

<http://www.salhouseschool.co.uk/dinner-menus/>

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Lunches cost £2.70 and can be ordered in advance through Pupil Asset or by your child during registration. School lunches must be ordered by 9.15am.

Families who receive certain benefits may be eligible for free school meals.

To check if your child is eligible, we need information about you and your child. Please complete this form online

<https://www.norfolk.gov.uk/education-and-learning/schools/school-meals-and-milk>

Communication

The school office uses Pupil Asset to manage our communication. You will be set up with an account and a sign up link will be emailed to you. You will be able to order school lunches, give consent for trips and make payments. Pupil Asset parent portal can be accessed through a web browser.

Attendance

If your child is absent from school, please inform the school office by 9am. We have a dedicated message service on our telephone line, please leave a reason for the absence. Any planned absence during term time must be submitted on a leave of absence form at least 2 weeks prior to the absence, forms are available from the school office.

Medication

There are times when your child may have been prescribed medication that needs to be taken during the school day. All medication should be brought to the school office at the start of the day where a medical form will need to be completed and signed.

If you have any questions relating to any of the above, please do not hesitate to contact us. In the meantime, you can also access lots of information through the

[Starting Primary School](#)

campaign. This offers a toolkit of practical advice, support and resources for parents, guardians and children across a wide range of areas including school life, daily routine, sleep and how to support children practically and emotionally as they prepare for school.

There are further documents attached to this email. We kindly ask that you complete and return (by post or email to office@salhouse.norfolk.sch.uk) the School Registration form, Salhouse consents form, Tapestry letter/agreement, DPE model consents form and the Home School Agreement **by 23.05.25**. If you require paper copies of the forms then please contact the school office.

We look forward to seeing you soon.

Kind regards,

Mrs Morgan and Mrs Donnachie.

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Historic England

