

1<sup>st</sup> May 2019

Dear Parent or Guardian

We are delighted that you have been offered a place for your child at Ecton Brook Primary School.

To help you prepare for your child's admission in September, we are holding a meeting for parents on Thursday 13<sup>th</sup> June 2019 at 5.30 p.m. at the school. At this meeting you will be able to:

- Meet Reception Year teachers and other staff
- Hear about school routines and procedures
- Gain a view of the Foundation Stage (Reception Year) curriculum
- View samples school uniform.
- Receive an information pack
- Book a time for the teachers to visit your child at home
- Receive details on the date and introduction arrangements for the start of school.

We look forward to seeing you at the meeting, but if you require any additional information, please do not hesitate to contact the school office. If you feel your child will need any additional support in class please contact the school as soon as possible either via telephone or email to [karen.clark@ectonbrook.org.uk](mailto:karen.clark@ectonbrook.org.uk) and we will discuss this with you. If you no longer require the school place allocated to you, please advise school admissions on Tel: 0300 1261000 and email the School on the email address below.

To help us with seating arrangements, please complete and return the attached form as soon as possible. Alternatively, you can email your reply to [karen.clark@ectonbrook.org.uk](mailto:karen.clark@ectonbrook.org.uk) . **Due to limited space we ask you to make alternative childcare arrangements for your child for this evening.**

We have enclosed a data sheet. Please ensure you return these completed forms on the open evening so that we can update our records in readiness for September. **PLEASE ENSURE YOU BRING YOUR CHILD'S BIRTH CERTIFICATE TO THIS MEETING AS WE WILL NEED TO TAKE A COPY FOR OUR FILES.**

We are pleased to be able to offer some open sessions for you and your child to come into school and these will take place on the dates below. **We ask that you do not bring younger brothers and sisters to these sessions.**

Thursday 20 <sup>th</sup> June	9.30 – 10.30am	Tuesday 25 <sup>th</sup> June	1.30 – 2.30pm
Wednesday 4 <sup>rd</sup> July	1.30 – 2.30pm		

Children and parents will be invited for transfer day on Monday 8<sup>th</sup> July and times will be confirmed at the parents meeting.

Yours sincerely

*D Archer*      *N Woods*  
**Mrs D Archer Mr N Woods**  
**Joint Head Teachers**

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To: Ecton Brook Primary School, Ecton Brook Road, Ecton Brook, Northampton. NN3 5DY

Please reserve 1-2\* place(s) at the Parent's meeting on Thursday 13<sup>th</sup> June 2019

Child's name: .....

Signed: ..... Date: .....