

Cringleford CE VA Primary School

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Headteacher – Mr N Henery

21st April 2021

Dear Parent/Carer

I am delighted that you have chosen to send your child to Cringleford CE VA Primary School in September 2021 and that your child has been offered a place.

If you have changed your mind and no longer require this place for your child, please advise us immediately.

In order to make sure we have all the admissions details we need to put on our system, we need you to complete a number of documents. Apologies, but there is quite a lot to read, but having everything returned electronically via these forms will really help us get all the administration for both classes organised in good time. You may find it easier to complete these documents on a computer or laptop rather than a mobile phone.

Documents to be completed and returned before 4th May 2021 by following the links below:

- [School Registration Form](#)
- [Friendship & Nursery Information](#)
- [Tapestry Permission Form](#)
- [EAL Students](#)
- [Pupil Permissions](#)
- [Home School Agreement](#)

Additional Information required

We will also require sight of your child's **birth certificate** as part of the admissions process. Could you please send a copy to the school office via email to (admissions@cringleford.norfolk.sch.uk).

Once the office staff have sight of this document and have checked details, the copy will be removed from our database. The copy of the birth certificate should also be returned **before 4th May**.

Children in Reception, Year 1 and Year 2 are offered universal infant free school meals. This is regardless of your household income. You do not have to apply for universal free school meals. However, you can apply for your school to get extra funding from the Government (called Pupil Premium), if you receive one of the benefits listed below:

- Universal Credit - with an annual earned income of no more than £7,400 after tax
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190

The application form for this can be found here : [Free School Meals Application](#).

You will need to log in using the same details you used when you applied for a school place online.

Further Information

Attached to this letter is a booklet called '**Guidelines for parents / carers**' which contains useful, practical information about school life. A copy of the booklet can also be found on the school website (www.crangleford.norfolk.sch.uk), along with a lot of other policies and more general information about the school.

On the home page of the website is an online booklet called '**Information for children who are starting school.**' You need to scroll down the page to find this! This provides some details about the Early Years Foundation Stage and other practical information.

If you have any queries about any of the requested paper work, please contact the school office (admissions@cringleford.norfolk.sch.uk / 01603 454946).

What will happen next?

- Once the school has received all the documents back from parents and carers and staff have contacted pre-school settings, the children will be organised into two classes.
- From the week beginning June 7th recorded information about how the school runs and introductions from class teachers will be sent to you via Tapestry. This will be instead of a new intake meeting. You will also be informed which class your child is in.
- Zoom style remote 'home visits' will take place for the majority of families before the end of the term (rather than in September) so class teachers can 'meet' you and your child and get to know each other and share key information.
- If national guidelines allow this (and the appropriate risk assessments are put in place), there may be opportunities for the children to visit the school site to help them familiarise themselves with the classrooms and outside space – as well as getting to meet their teachers and support staff.
- During the first week of the autumn term (**September 6th – 10th**) the children will attend part-time, either mornings or afternoons. Some home visit calls may be made during this week.
- All children will be able to attend full-time from **Monday September 13th**.

- During late September or early October there will be a meeting for parents / carers with further information provided about the Early Years Foundation Stage, Forest School sessions and the teaching of maths, phonics and reading.

I know you will appreciate that it is hard to provide exact details of events and meetings due to the fact that we are all adapting to life during a pandemic. You will be well aware that schools have had to put various measures in place in order to comply with government guidelines. We all hope that schools will be able to return to more normal ways of working from September, but rest assured that we will keep you up to date about any measures we might still need to have in place e.g staggered timetables for drop off and pick up times.

Finally, although my name appears on all the documents sent out to you, I will be leaving the school at the end of this term after ten very happy years here. A new headteacher, Mrs Julia Humphrey, has been appointed and she will be introducing herself to you and the whole school community later this term.

We look forward to meeting you and your child during this current term.

Yours sincerely

N. Henery

Mr N. Henery
Headteacher