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Headteacher: Mrs. Jen Fraser, B.Ed. (Hons), NPQH

Thursday, 1<sup>st</sup> May 2025

### Induction Programme Reception 2025

Dear Parents and Carers,

Further to the letter in which you received on Tuesday, 22<sup>nd</sup> April, we wanted to remind you to complete and return the two-page profile if you haven't already done so. Again, an electronic copy can be found attached or a hard copy can be collected from the nursery or school offices. As a reminder, please complete (and return to one of the school offices if you did not complete electronically) by **Friday, 30<sup>th</sup> May**.

Below you will find a link to an admission form in which you are required to complete by **Sunday, 8<sup>th</sup> June** to aid us with our information gathering ahead of your child joining us in September.

[Admission Form](#)

Detailed below, you will find information regarding the induction programme. We urge you to take note of the key dates listed and to attend all sessions.

If you have any questions at all, please do not hesitate to contact us using the contact details above.

Yours faithfully,

Mrs. Jen Fraser  
Headteacher

Miss. Laura Dilks  
Early Years Assistant Headteacher

## Nursery Setting Transitions

Date: May/June 2025

Location: Your child's main nursery setting

### What happens here?

Miss. Dilks, Early Years Assistant Headteacher, will be speaking to your child's current main nursery setting to undertake a short discussion with your child's key worker/teacher. The discussion will focus on your child's interests, their achievements within the nursery setting and what their next steps are as they transition into primary school. Parents/carers are not informed about when these discussions will take place and are arranged mutually between your child's current setting and Green Ridge. Please be aware that your child's key worker/teacher may inform you that they have made contact, and that this is normal practice for transition.

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## Parent/Carer Induction Talk

Date: Monday, 9<sup>th</sup> June 2025

Time: 5.30-6.30pm

Location: Green Ridge Primary Academy – Enter via the main school entrance as the talk is taking place in the school hall

### What happens here?

We will cover important information regarding your child starting school and will hopefully address anything you are unclear about. **We require you to bring your child's birth certificate to this event in order for us to obtain a photocopy and retain as our confirmation of your child's date of birth.**

Please complete this short [form](#) to let us know if you will be attending. We strongly encourage parents/carers to attend the above session, so please do make the time to attend. We kindly ask that only parents/carers attend, so please do not bring your child or other young siblings with you if at all possible.

We will have representatives from our wraparound care provider Busy Living and Bucks Schoolwear Plus.

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## Transition – Stay and Play Session 1 – Children new to Green Ridge only

Date: Monday, 16<sup>th</sup> June 2025

Time: 3.30-4.00pm

Location: Green Ridge Primary Academy – Enter via the Reception gate at the front of the school (staff will be on hand to point you in the right direction)

*For this session, we welcome parent/carers to stay with their child.*

### What happens here?

This will be an opportunity for the children to meet some of the Reception staff and children who will also be starting Green Ridge in September.

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## Transition – Stay and Play Session 2 – Children new to Green Ridge only

Date: Wednesday, 18<sup>th</sup> June 2025

Time: 4.15-4.45pm

Location: Green Ridge Primary Academy – Enter via the Reception gate at the front of the school (staff will be on hand to point you in the right direction)

*For this session, we encourage parent/carers to remain on site, but once your child has settled, we will ask you to leave the classroom to go and have a tea/coffee with our PTA in one of the other areas of the school.*

### What happens here?

This will be an opportunity for the children to meet some of the Reception staff and children who will also be starting Green Ridge in September.

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## Transition – Stay and Play Session 3 – All children

Date: Wednesday, 25<sup>th</sup> June 2025

Time: 3.30-4.30pm

Location: Green Ridge Primary Academy – Enter via the Reception gate at the front of the school (staff will be on hand to point you in the right direction)

*For this session, to aid transition, we ask that all parents/carers leave the school site after they drop their child and then return to collect them from the Reception gate at the end of the session. Having all the children in will enable them all to meet one another, and for us to make informed decisions about class arrangements for the transition morning the following week. Please note that classes, teachers and house groups will be confirmed via email following this session but prior to the final transition morning. It is important to take note of your child's house as they will be split into houses for their first session on Friday, 5<sup>th</sup> September.*

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## Transition Morning – All children

Date: Tuesday, 1<sup>st</sup> July 2025

Time: 9.30-11.00am

Location: Green Ridge Primary Academy – Enter via the Reception gate at the front of the school (staff will be on hand to point you in the right direction)

*Just like the previous sessions, to aid transition, we ask that all parents/carers drop their child at the gate and leave the school site and then return to collect them from the Reception gate at the end of the session.*

### What happens here?

At this session, your child will meet their new teacher, and the other children who will be in their class with them from September, in either Birch, Hazel or Willow class.

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## Optional Home Visits – Children new to Green Ridge only

Dates: Monday, 8<sup>th</sup> September and Tuesday, 9<sup>th</sup> September

Time: Between 12.00-3.15pm

Location: Your home

*If you wish to sign up for a home visit, you will be able to do so via an online form that will be included within the email sent following Stay and Play Session 3.*

### What happens here?

The purpose of the visit is to continue to build a warm, caring relationship with the child and their parents/carers before your child starts school. It is also important that we meet your child in their natural environment to establish a friendship and to ease the settling in period. It is important that your child has met staff on familiar territory, so that this can help the children feel more confident about making the transition from home to school. We also want to provide an opportunity for parents/carers to share with us as much information as possible about their child. This information will help us get to know your child's needs and to plan an appropriate settling in programme. The home visit will also allow parents/carers to share things with staff in private, away from other children and families.

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### Starting School

Date: Friday, 5<sup>th</sup> September 2025

Time: As per grid below

Location: Green Ridge Primary Academy – Enter via the Reception gate at the front of the school (staff will be on hand to point you in the right direction)

### What happens here?

To facilitate the transition between nursery settings and school, children will be invited to start school in a staggered programme, building up to full-time. We recognise that full days (and weeks!) can be overwhelming for children who may have only had a short time in nursery settings previously. Whilst we appreciate this is sometimes tricky to juggle, it is very beneficial for the children.

	Group A Children in Disraeli or Pratchett House (yellow or green PE t-shirts)	Group B Children in Austin or Redgrave House (blue or red t-shirts)
Friday, 5 <sup>th</sup> September	8.45*-11.15am	12.45-3.15pm
	All children are required to attend the below sessions (not in their houses)	
Monday, 8 <sup>th</sup> September	8.45*-11.30am	
Tuesday, 9 <sup>th</sup> September	8.45*-11.30am	
Wednesday, 10 <sup>th</sup> September	8.45am*-12.30pm (includes staying for lunch)	
Thursday, 11 <sup>th</sup> September	8.45am*-3.15pm FULL DAY	
Friday, 12 <sup>th</sup> September	8.45am*-3.15pm FULL DAY	

\*Children will be able to access their classroom from 8.35am