

# Westfields

## JUNIOR SCHOOL

School Lane, Yateley, Hampshire, GU46 6NN  
Tel: (01252) 408218 Fax: (01252) 408216  
Headteacher: Miss J Redman  
[www.westfields-jun.hants.sch.uk](http://www.westfields-jun.hants.sch.uk)  
 @westfields\_jun

UNITE - INSPIRE - EXCEL

April 2018

Dear Parents,

Further to your recent communication from Hampshire County Council regarding the admission of your current Year 2 child to our school in September, I would like to offer you a warm welcome to Westfields Junior School. The next couple of months are certainly a busy time for our team to prepare for your child's arrival and to ensure their transition is as successful as possible.

In order to support us in this process, please complete the enclosed forms and return them as soon as possible but no later than the **1<sup>st</sup> May**. When you return these documents, please also provide confirmation of your child's date of birth (birth certificate or passport) and confirmation of the address used in your application (utilities bill, bank statement or rental agreement etc – 2 documents are required). You can enclose photocopies of these documents which will be destroyed after checking or, you can bring originals into the school office at your earliest convenience to be signed off. If you have any questions or queries please do not hesitate to call the School Office to speak to Mrs Marcia Slack who is responsible for admissions within our school.

Looking to the new term, please find enclosed a copy of our Uniform Policy. We have enclosed an order form for you to pre-order items if you wish, as this will allow us to make them available for collection at our New Parents Welcome Meeting (details below).

There are many different ways in which we will support you and your child in joining our school. We would like to invite you to our New Parents Welcome Meeting which will take place in the school hall on **9th July at 7.00pm**. At this meeting, you will have the opportunity to meet some key members of staff, learn about our daily routines and find out which class your child will be in. Please note that this meeting is for parents only and we would appreciate you confirming your attendance on the attached slip to allow us to make arrangements for seating and catering.

On **6<sup>th</sup> and 13<sup>th</sup> July** your child is invited to join us at Westfields Junior School for transition sessions in what will be their new classrooms. Children from Westfields Infant School will be brought across to our school by their current Year 2 teacher. Children joining us from other schools should be brought to Reception by 10.35am and will need collecting at 12.00 noon. Ideally we would like all pupils to attend both sessions.

ParentalEngagement  
Quality Standard



In the meantime, may I also take this opportunity to direct you to our school website: [www.westfields-jun.hants.sch.uk](http://www.westfields-jun.hants.sch.uk), where you will find additional information, including policies and newsletters, which will help you get a feel for our school and provide you with reference information. Should you require further copies of the documents in this pack, we have created a specific section on the website for new parents (select from the home page: Parents and then Yr2 - Yr3 Transition).

We are all looking forward to meeting your child in the coming weeks and working in partnership with you to ensure a happy and successful start for all! If in the meantime you have any queries, we have an open door policy, so please do not hesitate to get in touch.

Yours sincerely,



Miss Jo Redman  
**Headteacher**



**New Parents Welcome Meeting**  
Monday 9<sup>th</sup> July 2018, 7.00pm

Child's Name: \_\_\_\_\_

I / We will / will not be attending the New Parents Welcome Meeting on Monday

9<sup>th</sup> July 2018 at 7.00pm and require \_\_\_\_\_ seats.

Signed: \_\_\_\_\_