



# Warren Park Primary School

Sandleford Road, Havant, Hampshire PO9 4LR

Telephone (023) 9247 5502

Fax (023) 9249 8399

Headteacher: Mrs Elizabeth Cooper



3<sup>rd</sup> September 2024

Dear Parents/Carers

We hope you have had a lovely summer and that your child is excited to start their school journey with us.

## Transition Meetings

Thank you to those of you who were able to attend the transition meetings in July. We have our final meeting on Monday 9<sup>th</sup> September at 2pm to 3pm. In this transition session your child will go down to the classroom to familiarise themselves with the environment and parents and carers will find out more information about how Reception works. You will be shown where your child's classroom door is situated. There is no need for your child to wear their school uniform on Monday unless they would like to. There will also be an opportunity to meet our COSMIC Team and to see the Boulter Building.

## Home Visits

We are looking forward to visiting you and your child at home and these visits will start from tomorrow 4<sup>th</sup> September. You will have been advised of your visit time during the transition meetings in July. If you are unsure of your time please do call the school office who will be happy to help. You will be visited by your child's new class teacher and you will find out which class they will be in.

## First Day at School

Your child's first day at school is Wednesday 11<sup>th</sup> September 2024. Please go to your child's classroom door at 8.45am where you will be welcomed by your child's class teacher. Please can you name all items of clothing along with your child's bookbag and water bottle which they will need to bring with them on their first day at school.

## School Lunches

If your child is having a hot school dinner please check our website for the current menu. This can be found under the 'Parents' tab and 'School Meals'. We use the summer menu until the October half term break. Your child will have the option at lunchtime to pick which meal they would like – the teacher will be on hand to help them. If you choose to send your child with a packed lunch please make sure their lunchbox is labelled and the contents of the lunchbox provide a healthy balanced meal. We would like to advise you that we are a **nut free school** due to medical conditions of staff and other children in school.

## School Uniform

Details of our school uniform can be found on our website under the 'Parents' section and 'School Uniform'. PE kit can also be found under the same headings and children are expected to wear their PE kit to school on Monday and Tuesday for their PE days.

## Arriving Late at School

If your child arrives at school after 8.50am they must come into school via the school office to sign in.

## Absence due to Illness

If your child is absent due to illness you must let the office know by leaving a message on the answerphone each day that your child is absent. If we do not hear from you, unfortunately, your child's absence will be marked as unauthorised.

## Medical/Dentist Appointments

Wherever possible please try to make appointments outside of school hours. If your child has a medical/dentistry appointment please let the office know if you need to collect your child from school.

[www.warrenpark.hants.sch.uk](http://www.warrenpark.hants.sch.uk)



Listen, Think, Learn and Enjoy!



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You can do this either in person or by telephone. If your child has an early morning appointment and will be coming into school later that morning, please also ensure you let the office know what your child will be doing for lunch.

## End of School Day Change to Collection Arrangements

If you usually collect your child but you need them to go home with another adult who is not authorised to collect them in Arbor, you must let the office know or tell the teacher at the classroom door in the morning. In order to manage the end of day safely, please can you notify us of any changes to collection arrangements by 1.30pm. Office staff or the class teacher will ask you for the name of the adult collecting and a password which you must share with the adult collecting your child. Safeguarding is extremely important and we cannot allow your child to go home with another adult unless we have heard from you directly.

## Consents

You will receive a request from the school office by the end of this week asking for your consent for a number of different areas. For example, toothbrushing, photographs, medical, social media, etc. This will be through Arbor and instructions will be provided. It is extremely important that this is actioned urgently as we require this information prior to your child starting school. We would like to take this opportunity to thank you for your cooperation with this.

We look forward to seeing as many of you as possible at our final transition meeting on Monday. In the meantime, if you have any questions at all please do not hesitate to call our school office team on 02392 475502 who will be happy to help you.

Kind regards

*Banbury*

Mrs Banbury  
Year R Leader

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