



Holy Trinity C of E Primary School

"A Church School community aspiring for all to live life to the full"



Headteacher: Duncan de Gruchy
email: admin@holytrinity.gloucs.sch.uk
www: www.holytrinity.gloucs.sch.uk

Jersey Street, Cheltenham
Gloucestershire, GL52 2JP
Tel. 01242 515778

Thursday 19th August 2021

Dear Parents / Carers,

Welcome to Holy Trinity!

Firstly, I would like to introduce myself. My name is Miss Fran Mitchell and I will be your child's class teacher when they start school in September. Our main teaching assistant will be Mrs Clarke; with Mrs Davis and Miss Horsey providing more specific classroom support. My weekly planning and assessment time will be covered by Mrs Britton, who will mainly teach RE.



Miss Fran Mitchell



Mrs Rachel Clarke



Miss Charlie Horsey



Mrs Lynda Britton

Due to the complicated circumstances of this year, we have been unable to complete the 'School Start Transition' sessions as normal. I would like to say thank you to the parents of siblings who have already completed their "virtual home visits" and I will offer a telephone call to the other parents when your child starts school in September.

It is vital we make the transition to school as smooth as possible for the children, despite the current circumstances. Having spoken to children's nurseries I am aware that a number of them have had interruptions in their time at nursery and may be more anxious about starting in a new setting. Support their transition by talking openly about their new school and all the exciting things they will be able to do. I will be updating our class website page as an additional source of information (<https://www.holytrinity.gloucs.sch.uk/reception>).

Respect

Responsibility

Compassion

Courage

Forgiveness

Truthfulness





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Below is confirmation of the staggered starts in September as well as answers to some frequently asked questions. The phased entry provides all children with the opportunity to settle into an educational setting regardless of their pre school experience.

Confirmed Phased Entry - You will have received an email informing you of which group your child will start in.

Week Beginning	AM	PM
Week 1 Friday 3 rd Sept	INSET Training day	
Week 2 Monday 6 th September	Group A (8.45am – 11.30am)	Group B (12.25pm – 3.10pm)
Week 3 Monday 13 th September	All Children (8.45am – 11.45am)	Virtual Parent Meetings
Week 4 Monday 20 th September	All Children Inc. lunch (8.45am – 1.00pm)	Virtual Parent Meetings
Week 5 Monday 27 th September	All children in School Full Time	

Frequently Asked Questions

1. What happens on the first day?

Once your child has been dropped off (see information below), they will find their personalised peg and tray to hang up their belongings. They will put their book bag in the box and find somewhere to sit on the carpet. The children then spend the session exploring our classroom.

2. Where do I drop off and collect my child from during phase entry? In your child's first week of school the drop off and collection arrangements will be slightly different depending on which group your child is in.

Group A drop off at Reception Outdoor Area > collection from outside school office

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Group B drop off at school office > collection from Reception Outdoor Area.

In weeks 3 and 4 all the children will be dropped off at the Reception Outdoor Area and collected from outside the office.

Please let me know if anyone different will be collecting your children on these days.

3. When does the school day start and end? In Reception our classroom doors open at 8.45am with the register starting at 8.55am. Please ensure your child is in school at this time otherwise they will be classed as a late arrival. Our school day ends with the rest of KS1 at 3.10pm. You will need to wait on the playground and I will send your child out to you.

4. Uniform and PE Kit? You can order school uniform through our online distributors (<https://www.holytrinity.gloucs.sch.uk/important-information>). Your child does not need to wear school branded clothing (i.e. polo shirts and jumper / cardigans can be from supermarkets) but they need to be the correct school colours.

For PE your child needs to wear their house coloured t - shirt with shorts and trainers. I will provide you more information about PE when we start school in September.

5. Does my child need their own snack? All children in Reception will receive one piece of fruit a day for snack time and we regularly have enough for an additional snack. The fruit is seasonal and delivered to school. Throughout the week we have bananas, apples, pears, oranges and in the summer peas. If you would like to provide your child with a healthy snack then you are welcome to, although it needs to contain fruit, yoghurt or cheese.

Please provide your child with a named water bottle containing water (not squash), so that they can access a drink throughout the day.

6. Cool Milk? All children aged four are entitled to free milk daily, until the week before their 5th birthday. At this point, should you still wish for your child to have milk, there will be a cost associated through Cool Milk. Please make sure you have registered to Cool Milk ready for September.

7. How are lunches organised? I will send home a menu in the first week of school for you to look at with your child and this follows a 3 week rota. When we do the register in the morning, your child will tell me if they are having a school dinner or packed lunch from home.

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If your child has any specific food allergies please let the school know as CaterLink (our catering company) will need to be informed.

8. **Does my child need their own stationery?** Your child does not need to bring any of their own pencils to school with them. We have lots of different materials for your child to use while they are at school. They will need a school book bag (rather than a back pack) so that we send home reading books and letters.

If you have **not yet completed** your paperwork it will need to be delivered to school prior to your child's first day. The School office will be open from Thursday 2nd September 2021.

If you have any questions or important information, please email me on fmitchell@holytrinity.gloucs.sch.uk or admin at admin@holytrinity.gloucs.sch.uk. Be aware we are not currently in school so will reply at our earliest convenience.

Best Wishes,

Fran Mitchell

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