



St. Peter & St. Paul's Church of England Primary School

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21st April 2026

Dear parents/carers

On behalf of governors, staff and pupils, I would like to extend a warm welcome to you as you join our school family at St Peter & St Paul's Church of England Primary School. I am looking forward to teaching your child in Reception alongside Mrs Howatson, our class teaching assistant.

We have already contacted you by text message to invite you to call into the school office to sign your acceptance of the place and we would appreciate if this could be completed by Friday 1st May 2026. Please bring your child's birth certificate as we require a copy for our records. Lancashire County Council also ask us to provide parent's NI number and date of birth so that they can check if you are eligible for Pupil Premium benefits/additional funding.

On **Wednesday 3rd June 2026**, parents and children are invited to come into school to meet staff and explore our Reception classroom, so that your child can become familiar with their new school setting. This is an informal morning where you can drop in anytime **between 8.00am-10.00am** and information packs will be provided.

We would also like to invite your child to a transition afternoon on **Monday 15th June 2026 or Tuesday 16th June 2026 1.15-3.00pm**, where they will come in without parents to help them get used to being in school.

The start date for Reception is **Tuesday 1st September** and we will be phasing children in half days (with the opportunity to eat lunch in school from the second day). Full days will start on **Friday 4th September** so that your child has a full day and then the weekend to get over their exciting week. If your child requires a longer transition period, this is something we can discuss with you nearer the time. There will only be fifteen places available for each session and your preference will need to be requested for a **morning (9.00am-12pm)** or **afternoon (12.30pm-3.20pm)**. If you do have some flexibility, with attending **either** a morning or afternoon session please let us know as this would be helpful to other parents. Places will be allocated as we receive requests and we are sorry if you do not get your preferred choice but we do need to keep to these numbers to help the children settle in. We are hoping with advance notice you are able to arrange childcare for these few days. *Please see summary of dates below.*

Yours sincerely

Mrs S Ryan
Reception Class Teacher

Mrs S Clarkson
Headteacher



Summary of dates:
By Friday 1st May – Please call into school to accept school place bringing child's birth certificate, details of parents' dates of birth and NI numbers
On Wednesday 3rd June 2026 Drop in visit anytime between 8am and 10am to meet Reception staff, become familiar with Reception classroom and to show children their new school.
Monday 15th June or Tuesday 16th June 2024 1.15-3.00pm – Please complete the e-form (link will be sent via text) to state which session your child would like to attend for a visit on their own.
Tuesday 1st September – Families choose either the morning (8.50am - 12.00pm) or afternoon session (12.30pm -3.20pm) (children eat lunch in school from Wednesday 2nd September) *Please advise via the e-form which session you need or let us know if you have no preference as this will help parents who need particular times. Places allocated on first served basis and we need to have equal numbers to help settle the children in.
Friday 4th September – Children start full days 8.50am – 3.20pm (doors open from 8.45am)
Breakfast Club (from 7.30am) and After School Club (3.20 – 5.45pm) registration forms will be sent out to you if you want to book them in for sessions from 7 th September.