



5<sup>th</sup> June 2025

## Induction Morning and Parent Meeting for New Pupils, Tuesday, 1<sup>st</sup> July 2025

Dear Parents and Carers,

We would like to invite your child to our induction morning planned for **Tuesday 1<sup>st</sup> July** and are looking forward to meeting them on this day.

Children need to arrive, dressed in their current school uniform, at St Ann's Heath at **9.15am**. As you may know, there is limited parking available on school site so please park off site and walk in if at all possible.

Your child will need to bring with them a named water bottle. They will not require any equipment other than this.

Staff will greet the children at the entrance to the school and they will then be shown to their new classrooms. They will spend the morning in their class, doing a range of activities, as well as having a tour around the school.

Once you have dropped your child off, please make your way through to the school hall where refreshments will be available and we will hold a welcome meeting for new parents starting at approximately 9.30am and lasting for around 30 minutes.

Please return to St Ann's Heath at **11.45am** to collect your child so that they can be back at their infant schools in time for lunch and the afternoon session. See information below for pick up arrangements.

The table attached provides further information however, should you have any questions regarding the morning, please do not hesitate to contact the school office.

We look forward to seeing you in June.

With best wishes,

Jackie King  
Co-Head Teachers

Pip O'Connor

<b>Time of session</b>	<b>For children: 9.15am – 11.45am</b> <b>Parent meeting 9.30am – 10am</b>
<b>Drop off time</b>	<b>9.15am</b> Please park your car in one of the top two car parks, or on the front playground and walk your child to the entrance of the school. The Co-Head Teachers and Year 3 team will be waiting to greet your child and take them to their classroom.
<b>Equipment</b>	Your child needs to wear their school uniform and bring a named water bottle.
<b>Medication</b>	If your child normally has medication in school, please email the school office prior to the morning with all relevant information ( <a href="mailto:admin@stannsheath.org">admin@stannsheath.org</a> ) and hand your child's medication to one of the staff team on arrival.
<b>Activities during the session</b>	Your child will spend their session with their new class teacher, learning about our school, finding out about new topics which will be taught in the Autumn term and completing some fun games and activities.
<b>Pick up time</b>  <b>(parents to stay in their cars)</b>	Please collect your child at <b>11.45am</b>  Your child will be waiting on the front playground with their class teacher.  Please display your child's A4 name sheet (which will be given to you at the parent meeting) on your car dashboard. Follow the one-way system in place, staying in the left-hand lane. A member of staff will see the name of your child on display and will call them forward for collection. Your child will then get into your car.  There is no need for parents to get out of their car at pick up time.  If you are walking into school for collection, please remain on the pavement by the blue fence and clearly hold up your child's A4 name sheet. A member of staff will then call your child forward and release them into your care.  If for any reason, your child is being collected by another adult, please inform one of the adults when you arrive.
<b>Registration Forms</b>	Registration forms will be sent to your email address on the week commencing Monday, 9 <sup>th</sup> June. All forms will need to be completed electronically by <b>Friday 27<sup>th</sup> June</b> .  <b>Please note</b> that the only email address we hold for you currently is the one you put on the Surrey Admissions Form when you applied for the place. If you require the forms to be sent to another or alternate address please email the school office ( <a href="mailto:admin@stannsheath.org">admin@stannsheath.org</a> ).