



Courthill Infant School

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Headteacher: Mrs Alison Carter



16th April 2026

Dear Parents / Carers

We are delighted that your child has been offered a place at Courthill Infant School for September 2026. First and foremost, let me welcome you to our school! This is the start of our partnership together and in the next few months we will be preparing for your child to start school. **To accept your place with us please log into your BCP school portal account and select 'accept.'** This will secure your place with us at Courthill Infant School. Below, you will see details of how we will work with you and your child to ensure a smooth transition into school life.

Throughout May: Liaison with nurseries and pre-schools

Mrs Young and Mrs Wilson, our Reception leads, will make contact with local nurseries and pre-schools to discuss our new children. They will speak to the key workers and begin to find out more about our new intake for September 2026. **Important:** To help us prepare for this activity, please email office@courthill.coastalpartnership.co.uk with details of your child's name, and contact details for main nursery / pre-school / childminder your child attends – **we need this information ASAP.**

Courthill Summer Fair: Friday 12th June 2026 (4.30-6.30pm)

The Courthill Infant School Summer Fair is organised by our PTA. There will be lots of great stalls and activities for all the family to enjoy. It is a great opportunity for you and your child to familiarise yourselves with the school and start your journey as members of our school community.

Information Evening for New Parents: New DATE: Tuesday 16th June 2026 (6-7.30pm)

We would like to invite you to an information evening in the school hall; this is for parents only, please do not bring children (because we will be sharing a lot of information with you and children will become bored). Please follow the signs on arrival, as your point of entry will depend on your child's surname (this is to help us give out information packs efficiently). Doors open at 6pm and the presentation will be 6.30-7.30pm. At the event, you will meet with staff and receive details of your child's class and teacher, as well as dates and times for your child's Teddy Bear Club session and Settle-In sessions. At the information evening, refreshments will be served and you will have the opportunity to look around the Reception base, see your child's classroom and meet their new teacher, and purchase pre-loved uniform from our PTA. There will also be an opportunity to speak with a representative from our hot lunch provider, as all children in infant school are entitled to a free hot lunch.

Teddy Bear Club: Friday 26th June 2026 (9-10am OR 10.30-11.30am)

We warmly invite children and **one** parent to join us in school for a one-hour Teddy Bear Club session on Friday 26th June. Unfortunately, due to limited space, we are unable to accommodate siblings or additional adults. The time of your session will be 9-10am or 10.30-11.30am (this will be confirmed at the information evening). The session is a chance for children to meet their teacher and classmates before they start school in September. It is also an opportunity for you to get familiarised with the school environment, and drop-off / collection points. All children are requested to attend their session as it is an important part of the transition process. **Please bring a teddy, clearly labelled with their name to the session and a named water bottle.** Children do not need to wear school uniform for Teddy Bear Club. At this session, you will receive the date and time of your home visit.



Home Visit: Thursday 3rd OR Friday 4th OR Monday 7th September

Class teachers and teaching assistants will visit children and parents in their homes during this week. This is a lovely opportunity for you and your child to speak privately with us and for us to meet your child on a 1-to-1 basis. The date and time of your **10-minute home visit** will be confirmed at the Teddy Bear Club session.

First Settle-In Session (morning only, no lunch): Tuesday 8th OR Wednesday 9th September (arrive 8.45am; finish 11.45am)

To help with their transition, each child will attend **one short** Settle-In Session along with a small group of their classmates. Please provide a named water bottle. **School uniform should be worn to settle-in sessions.**

Second Settle-In Session (morning AND lunch: Thursday 10th or Friday 11th September (arrive 8.45am; finish 1pm)

Each child will attend **one further longer** Settle-In Session with half of their classmates. Children will stay for lunch on this day – this will either be a free hot lunch (if ordered in advance via our meal provider) or a packed lunch from home (no nuts or sesame please).

Monday 14th September onwards: children attend full-time

All Reception children will be in school full-time from Monday 14th September onwards. Like the rest of the school, children can be dropped off from 8.35-8.45am and collection will be 3.05pm. From this date, Reception children will also be able to start using our wraparound care, the Lighthouse Club, if this has been booked in advance.

We spend a great deal of time carefully planning the children's transition into school. The first few sessions are crucial for enabling the children and adults to build relationships, become familiar with routines and grow in confidence. However, we do appreciate that the first few weeks in September may require additional childcare arrangements, and we are grateful for your support with this.

Other important information

- **Admissions form.** In the next week or so, we will send you an email including a link to the online admissions form (on Applicaa). Please complete the form as soon as possible, and by **Friday 22nd May 2026** at the latest. Please let us know if you would prefer a paper copy. We also need to see your **child's birth certificate** – please upload/attach this when you complete the online admission form, or bring the birth certificate to the school office as soon as you are able to.
- Other useful documents for our new children can be found on our website ([starting school in 2026](#)), including details about [school uniform](#) (there will be pre-loved sale at Information Evening on 16th June); details about [free snack / cold milk](#); more information about our [wraparound care](#), the Lighthouse Club, and other after-school clubs; [term dates](#) for 2026-27; and information from Courthill [PTA](#). There is also information regarding [pupil premium](#) on our website.

Thank you for your co-operation. I appreciate this letter contains a lot of information and we will revisit these details over the coming months. We are really looking forward to welcoming you and your child to Courthill Infant School, and we hope the transition will be smooth and happy.

Yours sincerely,



Mrs Alison Carter
Headteacher