



Courthill Infant School

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Headteacher: Mrs Alison Carter



19th June 2026

Dear Parents / Carers

Transfer Day: Friday 26th June 2026

As part of the transfer process, all children get to spend a day in the new year group with their new class teacher. This is for children moving up a year within Courthill, as well as children changing schools.

On Transfer Day, **Year Reception and Year 1** children will spend the day in their new classes (you will receive **details of new classes after school on Thursday 25th June**). The children will come into school as normal and go to their current classes. We will then take the children to their new classrooms, from which they will need to be collected at the end of the day (see next page for details of classroom collection points), unless they are attending Lighthouse Club. Once the children have been collected, you will be able to re-enter the building and visit your child's new classroom and teacher. **Please do not come into the classrooms until 3.15pm** to ensure all children have left the teacher safely.

Year 2 children will need to be **taken to and collected from their new junior school** on Transfer Day. Your child's new school will have contacted you about this. I am aware there may be a clash of start times with the new junior school and Courthill. If this is the case, it may be helpful to arrange for siblings to be dropped off at Courthill with friends, if possible, so the children can start their day promptly.

Lunches.

- Current Reception and Year 1 children will have lunch at Courthill as usual.
- For Year 2 children attending Baden-Powell & St Peter's or Oakdale, any existing hot school meal orders placed with Chartwells will automatically be converted to a vegetarian packed lunch, which will be delivered to the junior school. This arrangement is possible because these schools are part of the CLP Trust and use the same catering provider. If you do not have a lunch order placed for this day, you should provide a packed lunch from home (no nuts). Please note that Chartwells are unable to provide special diet packed lunches. If your child has a special diet, you will need to provide a packed lunch from home.
- For Year 2 children attending Ocean, Haymoor or Livingstone, you will need to provide a packed lunch from home, unless your child is eligible for Pupil Premium. In this case, if you have ordered a hot school meal for this day, it will be automatically converted to a vegetarian packed lunch, delivered directly to the junior school.

Children joining junior schools outside of Poole or within the private sector are likely to be invited to attend a Transfer Day, but it may not be Friday 26th June. If this is the case, your child will still need to come to Courthill as usual on Friday 26th June. Please let office staff know your child's Transfer Day so the absence can be authorised.

I hope that Transfer Day gives your child a good opportunity to experience life in their new class or school. It should help to replace any nerves with feelings of excitement! Sending extra special best wishes to our Year Two children on this exciting day too!

Kind regards,
Mrs Carter, Headteacher



Transfer Day – Friday 26th June 2026

Collection points for new Y1 and Y2 classes

Children will come into school as normal and go to their usual classes (current classrooms). We will then take the children to their new classrooms.

At the end of the day, you will need to collect children from their new classrooms /exit points (see below). There will be signs and members of staff to guide you.

Classes	Friday 26th June
Y1 Geckos & Turtles	Fire exits from classrooms (down ramp towards car park).
Y1 Crocs & Frogs	Y1 entrance (double doors to left of school office)
Y2 Badgers	Bottom playground (by cabin)
Y2 Foxes	Parents wait on bottom playground (children will leave from Foxes fire exit door).
Y2 Hedgehogs	Top playground, near stadium (children will leave from fire exit door, before hall)
Y2 Owls	Top playground, terrace steps (near stadium)
Classes	From September onwards
Y1 Geckos & Turtles	Fire exits from classrooms (down ramp towards car park).
Y1 Crocs & Frogs	Y1 entrance (double doors to left of school office)
Y2 Badgers	Bottom playground (by cabin)
Y2 Foxes	Bottom playground (outside Foxes fire exit door)
Y2 Hedgehogs	Top playground, near stadium (children will leave from fire exit door opposite staff room, before hall)
Y2 Owls	Top playground, terrace steps (near stadium)

Please note, Lighthouse Club operates as usual on Transfer Day for current YR and current Y1. However, current Year 2 children will not be able to use Lighthouse Club on Transfer Day. Year 2 bookings for breakfast club and after school club on this day will be cancelled and refunded to your Arbor account.

Thank you for your co-operation.