

Heathfields Infant Academy  
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Wilnecote Junior Academy  
Smithy Lane, Tamworth  
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29<sup>th</sup> April 2021

Dear Parents/Guardians,

### Admission to Heathfields Infant Academy - September 2021

Thank you for choosing Heathfields Infant Academy, we look forward to welcoming you and your child to our school.

We usually arrange a 'parents welcome meeting' to introduce you to the Reception teachers and the members of the school community, give you a paper copy of our admission pack (lots of forms to complete) as well as dates for stay and play sessions. However, due to the current pandemic we have to do things differently.

Following current government guidance, we will be doing the following things in a COVID safe manner;

#### Thursday 6<sup>th</sup> May 2021

As the school is used for a polling station all children will be off site therefore, we will open two of the Reception classrooms from 9.30 -11.30 for you to look at; you can walk around the classrooms with your child which will allow you to say 'this will be your new school in September'. The classrooms will be set up, some staff will be present but this is just to say hello and for you to physically see a classroom (**this is not a stay and play session or meet the new teachers**).

We may need to limit the number of people entering the classrooms at any given time to ensure everyone is safe. We will ask for people to enter the school grounds through the gate on Overwoods Road (**not** the main entrance), as we need to ensure we stay away from the polling station/areas.

#### Week Beginning 7<sup>th</sup> June 2021

We will send out a 'welcome' PowerPoint for all parents/guardians to view. We will hold some short 'induction' meetings in smaller groups with the Reception staff (dates/times will be allocated to you and confirmed via email soon). At these meetings the staff will share what usually happens in a normal day at school and how you can support your child with getting them ready for school. We will give you a paper copy of the admission forms. You can take these with you but they should be completed in full and must be returned along with proof of your child's original birth certificate to the school office, **no later than Friday 18<sup>th</sup> June 2021**. We know it may cause a lot of searching around the house, but we are legally required to see your child's birth certificate to verify their date of birth.

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Headteacher: Mrs K Williams MA  
Website: <http://wilnecotejnrandheathfieldsinf.co.uk>  
part of Fierte Multi-Academy Trust



**24<sup>th</sup> and 25<sup>th</sup> June** - We are holding our whole school transition days. Your child will be invited to one session (for two hours) to stay at school and play alongside their new peers. There will be less children in so this will be a gentle ease into schooling. Following the sessions in school, a member of the team will be making phone calls to see what your child's likes/dislikes are and to listen to any anxieties you have (these will be done after school and will take over a week to complete all - please bear with us, if we call and you are busy or at work, do not worry as we will try calling again another day). During these telephone calls, you can ask for an additional call from the Special Needs Leader (SEN) or the Family Support Worker (if required), these will be done in the last two weeks of term, week commencing 5<sup>th</sup> July 2021.

**2<sup>nd</sup> September** - Children start school part-time. The children will be in school all morning from 8.50am and have a dinner; they will finish school at 1.30pm

**6<sup>th</sup> September** - Children commence school full time and will be in school from 8.50 - 3.00pm.

Please can we ask you to advise us **no later than Tuesday 4<sup>th</sup> May 2021**, if you are able to attend the 'open classroom' session next Thursday 6<sup>th</sup> May, by following the link below:

<https://forms.office.com/Pages/ResponsePage.aspx?id=lkslyJx0OkWsK1eu8-7dfQ2KjegobURlr4V4DwzXut5UQzJEOFRKTEgxWUVNSIZGRUxPOUpNWDNOTi4u>

We do understand you will have lots of questions which need answering, but please be patient and leave these for the 'induction meetings'. We will continue to update you once we have further guidance, nearer the above dates. Please keep an eye on our Twitter, Instagram and our PTFA facebook page for information and updates.

We hope to meet with you and your child soon.

Yours sincerely,



Mr Melloy  
Head of School  
Heathfields Infant Academy