



Reception Induction Meeting

June 2026

Welcome



Mr. Nicholas Taylor
Headteacher



Mrs. Rhian Fisk
Foundation Stage Lead



Mrs. Emma Piper
Squirrels Class Teacher



Mr. James Williams
Foxes Class Teacher

Information sent to you

- Welcome email
- Registration form
- Academic calendar 2026-27
- Attendance policy
- Class allocation
- Personalised induction timetable

To follow:

- Welcome pack



Reception Induction Timetable

1	Mon 22nd/Tue 23rd Jun 3.30 - 4pm	Children (with parents/carers) have a 30 min session in the classroom, with half their class.
2	Wed 8th Jul 9.15 - 10.15 / 10.30 - 11.30	Children (with parents/carers) have a 1 hour session in the classroom, with half their class.
3	Tue 7th/14th Jul (Squirrels) Thu 9th/16th Jul (Foxes)	In person meetings at the school.
4	Wed 2nd Sep 9.15 - 11.15am / 1 - 3pm	Children have a 2 hour session, with half their class.
5	Thu 3rd Sep 9.15 - 11.15am / 1 - 3pm	Children have a 2 hour session, with half their class.
6	Fri 4th Sep 8.40 - 12.30 / 1 - 3.10pm	Children spend either the morning and lunchtime or afternoon session with half their class.
7	Mon 7th Sep 8.40 - 12.30 / 1 - 3.10pm	Children spend either the morning and lunchtime or afternoon session with half their class.
8	Tue 8th Sep 8.40 - 12.45pm	All children spend the morning and lunchtime in school.
9	Wed 9th Sep onwards 8.40- 3.10pm	All children in school full-time

Meetings Outside School

Mace Playce

Friday 12th June, 1 - 3pm

Unit 3 Cuton Hall Lane
Springfield Trading Estate
Chelmsford
CM2 6PB



Writtle Library

Saturday 27th June, 2pm

45 The Green
Writtle
Chelmsford
CM1 3DT



First few weeks

- Tapestry login
- Settling in – how you can help
- Treasure boxes
- Baseline
- Learning Journeys from pre-school/nurseries
- Opportunities to be involved - coffee mornings, PTA etc.



Daily essentials

- School uniform / book bag - onestopschoolgear.com
- Branded (logo) uniform is not compulsory
- Trainers are essential.
- All belongings must be labelled!
- Coat
- Water bottle
- 2 snacks - fruit/veg plus savoury (e.g. breadsticks)
- Lunchbox where necessary.



Essentials to be left in school

- Spare (named) clothes including socks and underwear in a named bag
- Wellies (named)
- Sunhat (named) in summer term
- Please label everything!



At lunchtime



School meals
are FREE!



Allergies/Dietary issues?
Let us know!!

Stir.



Additional needs

- Any additional learning needs or severe medical issues - please contact us before we break up for the summer. This will ensure staff are fully briefed before your child starts school.
- A medical care plan is required for any medicines to be kept in school - please discuss with us.
- Please tell us and **keep us updated about any medical conditions or family circumstances** that may affect your child, so that we can respond to their needs in school.



School attendance

“All schools should see the maximising of attendance rates as one of their key tasks.”

Department for Education

- Gates open at **8.30am**
- Children arrive through the Woodland Door and learning begins at **8.40am**
- Doors close at **8.50am**.
- You must inform us **by 9.10am** if your child is absent.
- A late mark is recorded after 8.50am.
- **Leave of absence will not be granted in term time**, unless there are exceptional circumstances agreed by Mr Taylor. This is extremely rare.

Childcare and school clubs

The Duckling Nursery (on site)

- Breakfast club daily from 7.30am
- After school club (Mon – Thu) until 5.30pm

Contact: **07359 754682**

enquiries@ducklingnursery.co.uk



YMCA (at Writtle Junior School)

- Daily breakfast and after school clubs for pupils of both schools.

Contact: **01245 354873**



In Years 1 and 2, before/after school clubs are run by professional sports coaches and school staff. Details are sent home each term.

Communication



www.parentpay.com



parents@writtleinfantschool.com



Tapestry app



www.writtleinfantschool.com

Parents' Association

Friends of Writtle Schools

Registered charity no. 1152512

Email: wispacharity@gmail.com

- Summer Fair, WJS, **Saturday 20th June, 11.30am - 2pm**
- Raises around £8-10,000 annually through events
- Join our community of volunteers - *even half an hour of help is useful!*
- [Easyfundraising.org.uk](https://www.easyfundraising.org.uk) - give as you shop online
- Match-funding through your employer
- Events and donations throughout the year
- Join our Whatsapp group via [link](#) / [QR code](#)!



Any questions?

If you would prefer a confidential discussion, please call or email us:

T: 01245 420963

E: parents@writtleinfantschool.com

