

Upshire Primary Foundation School

Upshire Road, Waltham Abbey, Essex. EN9 3PX Tel: 01992 715567



**“Pupils learn how to be responsible citizens and how to respect and appreciate others.”
Ofsted 2025**

26th June 2025

Dear Parents/Carers,

Thank you for choosing our school to begin your child's primary learning journey. Please find below the details of your child's first days in Reception. With our transition process, our aim is to ensure children settle happily into their new class. More information about this process will be provided in our transition meeting.

Phase	Dates	Start and finish times
Phase 1	Wednesday 3 rd September - Thursday 4 th September	Start 8.40 am finish 11:45 am.
Phase 2	Friday 5 th September	Start 8.40 am finish 1:15 pm.
Phase 3	Monday 8 th September	Start 8.40 am finish 3.10 pm.

What will happen on your child's first day?

From Wednesday 3rd September please bring your child to the large playground by the Pre-School railings at 8:45am where members of the Reception Team will greet you and then lead the children into the Reception area. If your child is upset please be brave and hand him/her over to staff. If you would like to reassure yourself that they have settled well, please feel free to phone the office later in the morning. Staff will be happy to check your child and put your mind at rest.

When collecting, please wait outside the Reception classroom exit doors on the large playground, where your child will only be released to named persons. Please ensure you have completed the 'contact form' as it will inform us who may collect your child.

Lunch Options

Children may bring in a packed lunch from home in a clearly labelled lunch box or lunch bag showing both your child's name and class. Upshire is a 'Healthy School' so we encourage healthy packed lunch options. Fizzy drinks are not allowed. We are also a 'Nut Free Zone' as some of our children have nut allergies.

As an alternative to a home packed lunch we can provide a healthy school dinner free of charge. A sample menu is available on the school website. We will send menus home each half term for you to discuss with your child and choose their meals together. We then ask you to return these to school in your children's book bags.

Upshire operates a healthy snack policy and we offer all reception children fresh fruit or vegetables at snack time each day. Water is available but we ask that children bring in a named water bottle, which will be returned home with your child at the end of each day. Free milk is also provided for the under-fives. To ensure your child receives their free milk, please complete the form (which will be given out at the transition meeting) and return these to the address indicated on the form. Once your child turns five, if you would still like them to

www.upshireprimaryschool.com

We comply with information legislation. Please see our website for details.



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receive milk, this can be paid for on the Coolmilk website. In addition, the school offers toast as a snack for a small charge of 25p a day or £1.25 a week. All payments should be made via Parentmail.

Forms to be completed

At the Transition meeting, forms will be handed out for all parents/carers to complete and return. These include contact information, medical information and consent forms. It is essential that these forms are completed before your child begins school in September. Please complete all relevant forms by the end of term (Tuesday 22nd July).

Uniform

You will have the opportunity to view and purchase school uniforms at the transition meeting. A price list is also available on the school website. Please contact Mrs Whittaker in the school office if you have any questions regarding school uniform items.

Concerns

Please feel free to speak to any member of the Reception Team if you have any concerns, and we will be very happy to help. After school is the best time for an informal chat where staff will endeavour to help with any problems and prevent them from escalating. If you would like to speak at length, or discuss any private matters, please make an appointment via the school office.

School Information

We use the Tapestry website to share photographs and observations of your child's learning journey at school. We would love for you to contribute to this journey throughout the year by adding your own photographs and comments and sharing your child's accomplishments at home. Our Headteacher, Mr Jones, will also send a bimonthly newsletter which will include an overview of the learning in each class.

Please visit our school website at www.upshireprimaryschool.com to find a great deal of helpful information. In our "New starter" area you will find information about helping your child to prepare for school, as well as information about the Early Years Foundation Stage, our school prospectus and much more.

If you have any additional questions please do not hesitate to contact us. We are always happy to help and believe that good communication between home and school is the key to a successful partnership. We look forward to working with you to ensure your child's educational experience is a happy and productive one.

Yours faithfully,

Mrs G Askew
Reception Class Teacher

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