



## Halsford Park Primary School

Manor Road, East Grinstead,

West Sussex, RH19 1LR

Tel: 01342 324643

Mrs Claire Spencer – Headteacher

[officehp@partnersinlearning.co.uk](mailto:officehp@partnersinlearning.co.uk)

[www.halsfordparkprimaryschool.co.uk](http://www.halsfordparkprimaryschool.co.uk)

Dear Parents and Carers,

I am delighted that your child has been offered a place to start in Early Years at our school: Halsford Park Primary in September 2026. My colleagues and I look forward to working in partnership with you over the coming years as your child progresses through primary school.

### Welcome Evening for Parents and Carers

We would like to invite you to our welcome meeting, on **Tuesday 2<sup>nd</sup> June**. The first days at school are a major milestone for you and your child, so the purpose of this meeting is to provide you with the relevant information that you need to ensure that your child's transition to school in September is smooth and worry free.

We invite you to join us from 6.00pm as you will also have the opportunity to sign up for one Stay and Play session with your child. The presentation will start at 6.30pm.

Please note that it is necessary for the school to see your child's birth certificate before beginning with us to ensure they are of correct school age. Please bring this with you to the welcome meeting to be checked by a member of staff.

We do acknowledge that it may be difficult to arrange for childcare, but on this occasion would ask you to recognise that this is a meeting for adults and there will be no child-minding facility. Please could you complete the Google Form **even if you are unable** to attend. Thank you for your understanding in advance.

### Transition Activities

We recognise that starting school is a significant step for you and your child and we therefore will be providing you with a number of opportunities for you and your child to gain some experience of school life. We have therefore arranged the following for you and your child to attend; a stay and play session, story time and morning session in school, to give them a chance to meet the adults who will be working with them and to get to know some of the other children who will be joining their class.

To ensure a smooth transition for your child, we have arranged the following meetings and sessions:

- A stay and play activity session- parent and child to attend (You will be able to sign up to this at the Welcome Meeting).
- A morning in their Early Years class on **Wednesday 1<sup>st</sup> July** from 10.00am – 11.00am. (child only)
- A story session in their Early Years class on **Friday 10<sup>th</sup> July** from 1.30pm – 2.00pm. (child only)

We would love to see you at these events!

### Dates to remember

#### Welcome Evening

Tuesday 2<sup>nd</sup> June

2026

**6.00pm for a 6.30pm start**

**KS2 Hall**

#### Stay and Play sessions

Monday 22<sup>nd</sup> June

10:00-11:00am

Tuesday 23<sup>rd</sup> June

1:15-2:15pm

Wednesday 24<sup>th</sup> June

10.00 – 11.00am

Thursday 25<sup>th</sup> June

10:00-11:00am

Friday 26<sup>th</sup> June

10.00 – 11.00am

#### Morning Session

Wednesday 1<sup>st</sup> July

**10.00am – 11.00am**

in their Early Years Class

#### Storytime

Friday 10<sup>th</sup> July

**1.30pm – 2.00pm**

in their Early Years Class

#### PTA Summer Fair

Saturday 13<sup>th</sup> June

1-4pm

## **Starting School – September 2026**

In September, we will be carrying out home visits during the first days of the Autumn Term, beginning on Wednesday 2<sup>nd</sup> September. You will have an opportunity to sign up for a visit with **your child's class teacher** when you attend the morning session on the Wednesday 1<sup>st</sup> July. Please note that this will mean that the children will start in school in our **Early Years Cabin** on **Monday 7<sup>th</sup> September**.

If you are unable to attend the morning session, please contact the school office after this date to arrange a visit.

### **Information to return to school**

Please also find enclosed the following documents for you to complete and return:

- Data Collection Form – **Paper copy**
- School Place Acceptance Form – **Paper copy**
- Ethnicity Form – **Paper copy**
- Pre-school attendance form and names of friends starting school in September –  
**Complete on the Google form:** <https://forms.gle/DnAZWuoq1SWxhJmG9> or scan QR code



Alternatively, these are available on our school website for you to complete electronically and return (including a link to the Google Form).

These can be found under Key Information, Early Years 2026- September Intake

<https://halsfordparkprimary.ovw6.devwebsite.co.uk/page/?title=Early+Years+2026+%2D+September+Intake&pid=79>



In addition, we are required by West Sussex County Council to obtain a copy of your 2026/27 Council Tax statement. Please can you ensure that a copy is included, scanned or photographed, with your admission application paperwork.

I would be very grateful if you could complete and return these forms by Friday 8<sup>th</sup> May, via post, in person to the office or via email to: [HPadmissions@partnersinlearning.co.uk](mailto:HPadmissions@partnersinlearning.co.uk). This will enable us to make the necessary arrangements and begin the induction process.

We look forward to meeting with you on **Tuesday 2<sup>nd</sup> June** but, in the meantime, please do not hesitate to get in contact if you have any questions.

Yours sincerely

Mrs Claire Spencer  
Headteacher