



Willow Lane

Community Primary School

Willow Lane,
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Headteacher: Lucy Naylor
20.04.2023

Dear parents and carers of _____

Hello and welcome to our school!

My name is **Miss Naylor** and I am the proud Headteacher of Willow Lane Community Primary School. We are a close-knit school that prides itself on getting to know and understand our children and families. This knowledge is a crucial part of how we support your child and ensure they reach their potential as they access our exciting and enriched curriculum.

Your child's class teacher's name is **Mr Piper** he manages a team of two teaching assistants and one HLTA who support and develop your child throughout the year.

Our acting Deputy Headteacher is **Mr Webster**, Pastoral Lead is **Kirsty Banks** and SENDCO is **Kirsty Birdsall**.

In the Willow Lane office there are two members of staff who are there to support you: **Alison Brennan**, our office manager, and **Vicky Jameson**, our clerical assistant. As we are federated with Appletree Nursery School our office teams work closely together and we also have **Samantha Westworth** who is office manager and bursar at Appletree who can help.

Over the next few months, the Reception staff and Willow Lane team will endeavour to build a relationship with your child and you and ensure that you are all secure with their start at our school. Our induction meetings will take place on **Tuesday 20th June from 5-6pm**. Here, we would like to meet you, arrange inductions and start this journey.

For any parents that may not have visited our school prior to placement or may like to visit again, we will have a **tour of the school from 4:30-5:00pm**.

Please could all parents confirm with the office staff attendance at this induction evening.

No doubt you will be a little worried and anxious about your child starting school. They still seem so small! Please trust us that we are there to guide you and your child. We have a wealth of experience with children and getting them ready for the start of their school journey.



There are a few things that you could do to support this transition over the summer:

- Get into a good sleep routine- try to settle to bed with a book by 7 at the latest
- Make sure your child dresses themselves (as much as possible)- setting up drawers in order of getting dressed may help with this
- Encourage them to go to the toilet independently
- Encourage your child to eat a range of different foods
- Read to your child at least three times a week
- Talk! Talk about anything and everything. Tell your child what you are doing- even if it is just in the house. Speak out loud and let them hear you.
- Count- start to count anything- trees, doors, coins, pasta, fruit
- Talk positively about school and try not to let them see that you may be worried.
- Buy their uniform and let them role play wearing it over summer (we would not recommend buying uniform too early as children seem to grow a lot between now and the summer holidays!) Uniform is available at The Uniform and Leisurewear Company in Lancaster with many items available in supermarkets and local shops. Details can be found on the school website at <https://www.willow.lancs.sch.uk/mums-dadscarers/uniform/>

As part of the induction to our school, we need some key information off you- these forms are available on our website to fill in and bring with you.

<https://www.willow.lancs.sch.uk/admissions/>

If you would like to pick up a paper copy of these, please come to the office or give us a ring and we can send them out.

If you could bring these to the Induction Meeting then that would be excellent. However, if you need any help filling these in, we will be available at the meeting and you can also ask at the school office.

You will need to come to the induction meeting so that we can arrange times and dates for home visits and stay and play sessions. However, if you cannot attend this meeting, the induction PowerPoint will be available on our website and you will be able to contact the school office to get booked in after the meeting has been held.

Once again, thank you for choosing our school and welcome to our Willow Lane Community! We look forward to getting to know you and your child and supporting them to develop into unique and confident children with a love of life-long learning.

Kind regards,
Lucy Naylor
Headteacher

