



**Winwick CE Primary School**  
Myddleton Lane, Winwick  
Warrington, WA2 8LQ  
email: [winwick\\_primary@sch.warrington.gov.uk](mailto:winwick_primary@sch.warrington.gov.uk)  
Telephone: (01925) 630995

## RECEPTION NEW STARTER WELCOME LETTER 2026

Dear Parents/ Carers,

We are thrilled to hear from Warrington Borough Council that your child has been allocated a place in our **September 2026 Reception class**. We hope that they will have a happy and successful time at our school and we look forward to welcoming you all into the community of Winwick Church of England Primary School.

Starting school is a very exciting time but can also be quite stressful; we wish to make it as easy and straightforward as possible for you and your child. For lots of information on our uniform, school lunches/ snack money, after school and breakfast link clubs etc. please visit our school website and also see the New Reception section, both of which contain lots of key information. If you require a hard copy of any documentation, or cannot find something you need, please email the school office to organise getting this to you or answering any questions [office@winwickprimary.org.uk](mailto:office@winwickprimary.org.uk)

During the next term, we will be inviting your child into school for transition days, as well as inviting you to a welcome meeting which will be held in the school hall on **Wednesday 10<sup>th</sup> June**. In addition, we would also like to invite your child to attend some sessions in school during our Transition Week in July. In addition to this, we will also be offering a number of optional 'Stay and Play' sessions towards the end of the summer term, including our Teddy Bear's Picnic. These additional sessions will give you another opportunity to meet school staff and other parents, along with giving children the chance to spend time with their classmates. If you are unable to attend our 'Stay and Play' sessions as a parent, but would prefer to send someone else along with your child (e.g. grandparent), you are more than welcome to do so.

During the summer term, we will be contacting your child's nursery setting (where applicable) and talking with their Key workers to discuss how your child learns and see how well they are doing on their Development Matters Framework, along with finding out more about them. Our Reception team will also visit nursery settings. As well as this, we will offer you the opportunity for a home visit from our Reception Team, who will meet you and your child in your home environment; this can be really beneficial to us as this is where your child is usually most at ease and where we often find out most about your child, you as parents and your wider family. All of these activities combined really help us to get a whole picture of your child and enable us to nurture and support them to the very best when they start with us at the beginning of the year. From our experience, the more we know about your child, and the family, the easier the transition is into school.

### What to do next...

On our school website, you will find copies of our electronic forms that should be completed and returned to us via email. These forms can be found by accessing our school website directly under the **New to Reception 2026-27** tab. You can then download these, complete them electronically and return to us via email on [office@winwickprimary.org.uk](mailto:office@winwickprimary.org.uk). Paper copies are available from the school office if you would prefer to complete and return these by hand; please email our office team who will be happy to arrange for a pack that can be collected from school.

**'In God's love, aspire and achieve to be the best'**  
**1 Corinthians 16:14 'Do everything in love.'**





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When emailing your completed forms, please email them to the school office. Within the body of the email, could you please also include the following:

- Child's full name, date of birth, address and name of nursery they attend (if applicable)
- Contact details of everyone who holds parental responsibility (Name, contact number, email address, address); this is particularly important where there are separate households as we are only initially provided with the address details for the person who completed the original submission for Reception choices. By providing us with these details, our office team will be able to set up our systems much quicker to ensure that all parents receive the correct communications.
- Completed Breakfast/Link Club initial request form
- Completed Data Collection Form
- Completed Consent Form
- Completed IT Survey
- *TO FOLLOW: (Home-School Agreement (this will be shared at our Parent Welcome Meeting))*

These completed forms and relevant information need to be sent into school by **Tuesday 19<sup>th</sup> May 2026** please. Also, if your child has any additional needs, or you think they may struggle with the transition, please note down anything that also may be relevant within the email and we will look to arrange an additional meeting with our Reception Team and SENDCo (Special Education Needs Coordinator). If you cannot do any of this, please email us and we will endeavour to organise something with you individually.

If you wish to order any of our branded uniform ready for September then visit the Touchline website and the Uniform Order form can be completed online; a link can be found in the uniform section of our school website. Alternatively, you can purchase unbranded uniform for your child from alternative suppliers, as there is no expectation to have branded uniform for your child. Please see our website for further details about uniform.

### What will happen between now and the first few weeks in September?

#### Wednesday 10<sup>th</sup> June, 5pm – New Reception 2026 Welcome Meeting

A chance for you as parents to visit our school and to find out any further information. This is a formal meeting for adults only. Please arrive at our school Reception and our team will greet you and direct you to the meeting. If you cannot make the meeting then please do not worry as all information will be placed on the school website.

#### Nursery Visits

If your child is currently attending nursery, our Reception Team will liaise with the nursery to arrange to complete a nursery visit before we finish for summer, to find out more about your child and their current progress to support their transition into Winwick. If your child has any additional needs, we will also liaise with the nursery to set up a meeting with our Reception Teacher and our SENDCo (Special Educational Needs Co-ordinator).

#### Home Visits

We recognise that, for some children, they may benefit from our Reception Team meeting them in a setting where they feel most comfortable. If this is something that you feel would be beneficial for your child, you will be given the opportunity to make an appointment during the 'Welcome to Winwick' Parent Welcome Meeting. If you do not attend the Welcome Meeting, please contact the school office if this is something you would like us to do. This may be beneficial if your child has additional needs to enable more time to be spent discussing these before your child joins us in September.

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### Friday 26<sup>th</sup> June, 9.15am-9.45am – Stay and Play: Welcome Session

You are invited to join us in the school hall from 9.15-9.45am to have an opportunity to meet together as children and parents of our new Reception class before they start their Transition Days this week. Please arrive at the school entrance for 9.15am. For this session, adults will stay with the children.

**Transition Week Days: Please make sure your child has a water bottle with them that has their name clearly labelled. You are welcome to send your child in with a healthy snack. If the weather is hot, please ensure your child is wearing sun cream and suitable clothing to wear for playing in our outdoor classroom. If the weather is colder, please make sure they have a jacket with them. Please also send in a bag that is labelled with your child's name which contains a change of clothing, just in case it is needed.**

### Wednesday 1<sup>st</sup> July, 9.30am-11.30am – Transition Week

Children to come and spend time in their classrooms with their new teachers and meet their new friends.  
9:30am – 11:30am Entrance and pick up will be via the main front door to school.

### Thursday 2<sup>nd</sup> July, 1.15pm-2.45pm – Transition Week

Children to come and spend time in their classrooms with their new teachers and meet their new friends.  
1.15pm-2.45pm Entrance and pick up will be via the main front door to school.

### Tuesday 7<sup>th</sup> July, 9.15am-9.45am – Teddy Bear's Picnic Stay and Play Session (Additional Optional Session)

Additional 'Stay and Play' activity session for all our new Reception children. You are invited to join us in the school hall from 9.15-9.45am to have a further opportunity to meet together as children and parents of our new Reception class. Please bring your teddy bear along.

### Tuesday 14<sup>th</sup> July, 9.15am-9.45am – Stay and Play Session (Additional Optional Session)

Additional 'Stay and Play' activity session for all our new Reception children. You are invited to join us in the school hall from 9.15-9.45am to have a further opportunity to meet together as children and parents of our new Reception class.

If your child has any additional needs and would benefit from some further transition support in advance of September, please speak to a member of the team at our welcome meeting, or contact our school office, and we will be happy to arrange this for you.

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### **Week 1: Wednesday 2<sup>nd</sup> September –Thursday 3<sup>rd</sup> September, 8.45am-11.30am**

All children 8.45am – 11.30am.

Drop off at Reception door on the playground. Pick up via the main front door.

### **Week 1: Friday 5<sup>th</sup> September, 8.45am-1.30pm**

All children 8.45am – 1.30pm – children to stay for lunch.

Drop off at Reception door on the playground. Pick up via the main front door.

### **From Week 2: Monday 8<sup>th</sup> September**

All children to start full time: 8.45am until 3.15pm. Drop off/pick up on the playground at the Reception door.

Access to our Wraparound Breakfast/After-school Link Club begins this week for Reception, further details for how to book this will be shared at our Parental Meeting in June.

On behalf of the whole Winwick CE team, we look forward to meeting you and your child very soon; please get in touch via email if there is anything at all you wish to clarify or any questions you have.

Kindest regards and warmest wishes on behalf of our entire Winwick Team,

*L.Duckett*

Mrs Laura Duckett  
*Headteacher*

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