

Thursday 18<sup>th</sup> April 2024

Dear Parents and Carers,

We would like to extend a warm welcome to you and your family from Crofton Hammond Infant School. We are delighted that your child will be joining us in September. Attached is our registration form which needs to be completed and returned either electronically or in person as soon as possible. If you require a hard copy these can be obtained from the school office. Please find attached our Transition Programme, which gives you information about our summer term settling in sessions and our September start dates.

As a school we require the following:

- confirmation of your child's date of birth (normally birth certificate or passport)
- and**
- confirmation of the address used in your application by providing any **two** of the following:
  - a recent household bill showing both your name and the property address e.g. gas, electricity, water, council tax
  - a bank statement, credit card statement, store card statement showing both your name and the property address
  - in the case of a house move, a solicitor's letter confirming exchange or a signed rental agreement.

You can either bring this documentation into the office to be photocopied, or email clear photographs of the documents to **adminoffice@croftonhammond-inf.hants.sch.uk**

To enable the Early Years team to organise a transition with your child's preschool we would be grateful if you could fill out the following online form at your earliest convenience. This also includes reference to our on-site wraparound care provision.

<https://forms.office.com/e/vGfjqVS2vH>

If you have any concerns that you would like to discuss with our Special Educational Needs and Disabilities Coordinator (SENDCO) before the start of the transitions, please contact Mrs A Philipson on [a.philipson@croftonhammond-inf.hants.sch.uk](mailto:a.philipson@croftonhammond-inf.hants.sch.uk)

Our school website will be updated with any relevant information for new starters over the coming term. The website also contains information on uniform, catering and term dates.

<https://croftonhammond-inf.hants.sch.uk/our-school/welcoming-new-arrivals/>

Kind regards,