



22<sup>nd</sup> May 2026

Dear Parents/Carers

## **New Reception Intake – September 2026**

We are delighted that you have chosen Gossops Green Primary School for your child and look forward to welcoming you to the school. We wanted to share with you our plans for introducing your child to our school environment.

### **Your Child's Class and House**

We have three classes in EYFS: Cherry, Holly and Willow. We are in the process of allocating children to their classes once our EYFS Lead, Miss Barraball, has spoken with all the feeder nurseries and playgroups and you will be informed during the week beginning 8<sup>th</sup> June. We aim to ensure a balance between boys, girls and ages in each class. Where possible, we also try to ensure that your child is with at least one other child they know, usually someone from his or her pre-school. Your child will soon get to know the other children in their class, so please do not worry if some of your child's friends are in a different class. The three Reception classes work very closely together, and all Reception classes share the outdoor learning area, so your child will still be able to play and learn with children in the other classes.

We also have 4 houses in school – Ruby (red), Sapphire (blue), Emerald (green) and Topaz (yellow). Your child will be allocated a house at the same time as they are given their class, you will need this information in order to get them a PE top in the correct colour. They will stay in that house throughout their time at Gossops Green and we always ensure that siblings are in the same house to avoid arguments!

### **Liaising with Pre-School Groups**

We communicate with children's pre-school groups, but we cannot guarantee to visit every group, especially if it is situated outside of Crawley. If we are not able to visit your child's group, we will still speak to the supervisor or your child's Keyworker.

### **New Parents Online Welcome Meeting – Monday 15<sup>th</sup> June (6pm)**

Following feedback from parents over the last few years, we will again have the meeting for new parents online as this allows more parents to attend and removes the need for childcare. During this meeting, our EYFS Leader, as well as the Principal and Deputy, will share important information about your child starting in EYFS here at Gossops Green. The meeting will be held via *Microsoft TEAMS* – you will need the free app if accessing via a phone or tablet or go to the website if on a computer. Here is the link to the meeting, however we will send a reminder the week before as well.

### **Microsoft Teams meeting**

**Join:** <https://teams.microsoft.com/meet/368172625558602?p=UU5rOKPfVDljhdF5ow>

**Meeting ID:** 368 172 625 558 602

**Passcode:** mY7UH25G



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In the meantime, please look at our website, where we have set up a dedicated page just for Reception new starters –

<https://gossopsgreen.org.uk/new-reception-intake-september-2025/>

On this page, you will find important information and links including school uniform, school meals, before and after school clubs, school milk (free for under-fives) and the EYFS curriculum.

### **Transition Visit in July**

To support your child's transition to primary school, we are holding a transition session the morning of **Wednesday 1<sup>st</sup> July**. This session is for the pupils only and will be at a specific time for each class (see below). This session will last for 45mins. Parents/carers are welcome to remain in the school and enjoy a cup of tea or coffee in our small hall, whilst the children are in class meeting their new teacher and classmates.

### **Pupil Information - Arbor**



We use a system called Arbor to securely store your child's information. One of the major benefits of the system is that you can see the basic information that we hold for your child and can enter and adapt information including addresses and contact details, either via the secure website or via a free app. We will email further communication on this parental app and how to register at the beginning of June; please look out for this information and register when prompted.

On the app / website you will have a set of notices asking you to complete key information about your child e.g. ethnicity, languages spoken/understood, medical and dietary needs, as well as permissions for local trips and photographs. We also need at least two emergency contact details. Arbor is also used to book lunches, trips and events. Please can you complete these sections by **Wednesday 15<sup>th</sup> July**. Please contact the school office if you require any support.

### **Admission Form**

Please can we also ask you to complete the admission form below.

<https://forms.office.com/e/6uUY0PWVSk>

### **Key Dates**

Over the page is a list of the key dates which you will find useful as you plan out your child's start at school.

We look forward to meeting your child at the Transition Session as well as seeing you at the New Parents' Online Welcome meeting.

Yours sincerely,

Mrs Dunne  
Principal



## Key Dates

Date	Event
Thursday 16 <sup>th</sup> April 2026	West Sussex County Council advise Parents of Admission to Gossops Green via email  <b>Letter 1</b> - Welcome email sent by school to parents/carers
Tuesday 28 <sup>th</sup> April	<b>Letter 2</b> - Gossops Green Welcome Letter emailed out
Thursday 14 <sup>th</sup> May	<b>Deadline for Acceptance Form, Council Tax Statement and Birth Certificate</b> to be returned to school
W/B Monday 18 <sup>th</sup> May	<b>Letter 3</b> - Further information regarding transition to Reception to be emailed out via school
W/B Monday 8 <sup>th</sup> June	<b>Letter 4</b> - School to send out (via email) personalised details, including which class your child is in and whether they are in Group A or Group B for the induction days in September <i>(Group A or B determines which sessions your child will attend the week of 7<sup>th</sup> September as part of the staggered start)</i>
Monday 15 <sup>th</sup> June	<b>Parent/Carer Information Evening</b> – Online 6pm – 7pm (online) <b>Joining link included in Letter 3</b>
Wednesday 1 <sup>st</sup> July	<b>Pupils Meet the Teacher Session 1 (45mins) and Parent/Carers Talk</b> Two morning sessions – one for children in <b>Group A</b> and one for <b>Group B (Times to be shared later)</b> Parent/Carers to sign up for September Home Visits
<b>Summer Holiday</b>	
Wednesday 2 <sup>nd</sup> September	<b>1:2 Home Visits</b> (Meetings for Parents and Teachers at the child's home) Time slots booked at Meet the Teacher sessions (see above)
Thursday 3 <sup>rd</sup> September	Staff to share Seesaw App access codes and arrange for lunches to be booked for the following week
Friday 4 <sup>th</sup> September	
W/B Monday 7 <sup>th</sup> September	Phased Start (children do not start full time until Friday 11 <sup>th</sup> September)
Monday 7 <sup>th</sup> September	<b>Group A</b> pupils in school 8.30am -12.30 (with lunch)  <b>Group B</b> pupils in school 1.30-3pm
Tuesday 8 <sup>th</sup> September	<b>Group B</b> pupils in school 8.30am-12.30 (with lunch)  <b>Group A</b> pupils in school 1.30-3pm
Wednesday 9 <sup>th</sup> September	<b>All pupils</b> in school 8.30am – 12.30pm (with lunch)
Thursday 10 <sup>th</sup> September	<b>All pupils</b> in school 8.30am – 12.30pm (with lunch)
Friday 11 <sup>th</sup> September	<b>All pupils</b> in school all day (8.30am-3.00pm)