



Friday 12th June 2026

Dear Parents/Carers

New Reception Intake - September 2026

We are pleased to be able to inform you of your child's class, teacher and house for September. **You can find this information in the email this letter is attached to.** Please read this carefully and contact the school office if you have any queries.

Allocation of Children to Classes

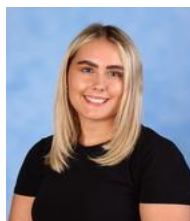
We have three classes in Reception – Willow, Cherry and Holly classes. Each class has a named teacher (photographed below) and teaching assistant (TA). In September, the three classes will be:



Cherry Class

Teacher – **Miss Barraball**

(EYFS Lead)



Holly Class

Teacher – **Miss Lawton**



Willow Class

Teacher – **Miss Cast**

We have allocated the children to their classes as a result of our EYFS Lead, Miss Barraball having visited or spoken with all the feeder nurseries and playgroups (where possible). We have aimed to ensure a balance of boys/girls and ages in each class and, where possible, tried to ensure that each child is with at least one other child they know, usually someone from his or her pre-school group. All Reception (also known as EYFS – 'Early Years Foundation Stage') classes share the outdoor learning area, where they are able to play and learn with children in the other Reception classes. The children 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. Parents and children all wait together in the playground before and after school, so this is a good time to meet friends.

Houses

We also organise every child in the school into one of four houses: **Emerald**, **Ruby**, **Sapphire** and **Topaz**. We always make sure that brothers and sisters are in the same house as we don't want any family arguments about which is the best house! PE kits can then be passed down to younger siblings.

You can find out which house your child will be part of by reading the email this letter was attached to. If your child has been allocated a different house to their sibling, please contact the



school office so that we can reallocate them. All of the children wear the same normal uniform but your child will need a T-shirt in their house colour for PE. They may also wear a PE sweatshirt in the same colour. Your child will need a T-shirt in the following colour:

Emerald house – green Ruby house – red
Sapphire house – blue Topaz house – yellow

Pupils Transition Session – Wednesday 1st July

On Wednesday 1st July, we would like to invite you to bring your child to a 45min transition session with their new class teacher and their new classmates. Parents will not accompany their child but instead stay in the hall where there will be refreshments and the opportunity to meet other parents. Taylor Made Uniforms will also be at school for the morning to purchase/order uniform, should you wish to do so. Each group will come into school at a different time, which will be:

Group A – 9:15am – 10am

Group B – 10:15am – 11:00am

Home Visits

The first three days of the term in September (2nd, 3rd, 4th September) are when your child's new teacher would like to visit you and your child at home. This is beneficial as it enables the child and staff to get to know each other in a familiar setting for the child. Booking this appointment will be explained to you at the online meeting.

September Start Dates and Times

We have an ongoing transition program which begins in September with several days of either morning or afternoon only attendance, which we strongly recommend as it helps the children to get used to school and the new routines and for the teachers to get to know your child better.

For the first few sessions we have only half the class at a time (**Group A** or **Group B**) as this gives teachers more time with each child and therefore helps the children to settle. This will mean that there will be no more than 15 children in the classes for the first few days.

Wednesday 2nd September	1:2 Home Visits (Meetings for Parents and Teachers at the child's home) Time slots booked at Meet the Teacher sessions (see above)
Thursday 3rd September	Staff to share Seesaw App access codes and arrange for lunches to be booked for the following week
Friday 4th September	Phased Start (children do not start full time until Friday 11 th September)
W/B Monday 7th September	
Monday 7th September	Group A pupils in school 8.30am -12.30 (with lunch) Group B pupils in school 1.30-3pm



Tuesday 8th September	Group B pupils in school 8.30am-12.30 (with lunch) Group A pupils in school 1.30-3pm
Wednesday 9th September	All pupils in school 8.30am – 12.30pm (with lunch)
Thursday 10th September	All pupils in school 8.30am – 12.30pm (with lunch)
Friday 11th September	All pupils in school all day (8.30am-3.00pm)

New Parents Online Welcome Meeting

There is an important *New Parents Online Welcome Meeting* **online on Monday 15th June, 6pm-7pm**. This meeting is for parents/carers (not children). Following feedback from parents over the last few years, we are again having this 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 information about your child starting EYFS here at Gossops Green. Parents/Carers will be able to ask questions via the chat facility and these will be answered at the end. A link is included below – you will need the *free* Microsoft TEAMS app if using a tablet or phone. We will share a recording of this presentation via email after the event, so please don't worry if you are unable to join on the evening itself. Here is the link you will need:

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/368172625558602?p=UU5rOKPfVDIjhdF5ow>

Meeting ID: 368 172 625 558 602

Passcode: mY7UH25G

Pupil Information - Arbor



Our school database system is run by a company called Arbor. 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. You will shortly receive an email from Arbor with instructions of how to log in. If you do not receive this email, please check your junk/spam folder in the first instance and then contact the school office if you still have not received any communication. When you receive the email, can you please sign up to the Parent Portal and you can then give us admission details for your child including, emergency contact details, medical and dietary needs and consents and permissions, Please could you complete the required information by **Wednesday 15th July**.

Admission Form

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

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



Website

In the meantime, please look at our website, where we have set up a dedicated page just for Reception new starters at [New Reception Intake - September 2026](#). 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.

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

Yours sincerely,



Mrs Dunne

Principal



Key Dates

Date	Event
Thursday 16th April 2026	West Sussex County Council advise Parents of Admission to Gossops Green via email Letter 1 - Welcome email sent by school to parents/carers
Tuesday 28th April	Letter 2 - Gossops Green Welcome Letter emailed out
Thursday 14th May	<u>Deadline for Acceptance Form, Council Tax Statement and Birth Certificate</u> to be returned to school
W/B Monday 18th May	Letter 3 - Further information regarding transition to Reception to be emailed out via school
W/B Monday 8th June	Letter 4 - 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 7th September as part of the staggered start)</i>
Monday 15th June	<u>Parent/Carer Information Evening</u> - Online 6pm - 7pm (online) Joining link included in this letter.
Wednesday 1st July	<u>Pupils Meet the Teacher Session (45mins) and Parent/Carers Talk</u> Two morning sessions - one for children in Group A and one for Group B Group A - 9.15am - 10.00am Group B - 10.15am - 11.00am
Summer Holiday	
Wednesday 2nd September	1:2 Home Visits (Meetings for Parents and Teachers at the child's home) Time slots booked at Meet the Teacher sessions (see above)
Thursday 3rd September	Staff to share Seesaw App access codes and arrange for lunches to be booked for the following week
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