



# Gaddesby Primary School



Ashby Road, Gaddesby, Leicester, LE7 4WF,  
Telephone: 01664 840253 E-mail: [office@gaddesby.bepschools.org](mailto:office@gaddesby.bepschools.org)  
Website: [www.gaddesby.bepschools.org](http://www.gaddesby.bepschools.org)  
Acting Headteacher: **Miss Annalee Toon**

Monday 28<sup>th</sup> April 2025

Dear Parents/Guardians,

We are delighted that your child has been offered a place at Gaddesby Primary School starting in August 2025. You should recently have received notification from the Local Authority, by post or email, about your child's primary school placement. I can confirm that we have your child is on our admission list and we are looking forward to welcoming them in the new academic year.

As September isn't too far away in the school calendar, we would like to begin to get to know you and your child before starting school, and to give you information about our transition process. We regard transition into our primary school as extremely important for all involved and aim to make it one of the most comfortable, safe and exciting phases of your child's life so far.

Included within your posted pack you will find a Welcome Booklet and new starter admission forms. Please could we ask you to post the admission forms back to us, as promptly as possible. The Welcome Booklet will be for you to share with your child to aid with developing familiarity to the setting. We have also uploaded a PDF version to our school website—if you would like to access it online.

This year's transition model will consist of:

- On **Thursday 12<sup>th</sup> June**, we will be holding an EYFS casual 'Tour the School' session. There will be two timeslots for this; **09:30** and **11:00**. These tours will give you and your child/children an opportunity to come and look around the school and refamiliarise yourself with the school environment. **Please attend the session that is most convenient to you and your family. You do not need to book a preferred slot.**
  - On **Wednesday 18<sup>th</sup> June** and **Thursday 19<sup>th</sup> June**, we will be inviting parents and child/children into school for a face-to-face meeting with the class teacher/s. Meetings will be ten minutes long and will give parents and children an opportunity to meet the staff and for the children to tell us about themselves. You will be able to book onto your preferred date via a Microsoft Form using this link <https://forms.office.com/r/pNkdWbZyvt>
- For your agreed, scheduled appointment, please can you wait at the side school gate, next to the Village Hall carpark. If you are unsure where this is, please watch Mrs Benney's first day tour video. A member of staff will meet you there.
- On **Thursday 26<sup>th</sup> June** at **17:00** we will be holding an EYFS Parent's Information Meeting. This will give you information about the EYFS curriculum and key information regarding school uniform and Cool Milk. We will have a child's table set up, if you would like to bring your child with you.
  - On **Thursday 3<sup>rd</sup> July** we will be holding our EYFS, half day transition. Please can you book onto your preferred slot using our online MS Teams form.





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Session 1: 10:00 – 11:30

Session 2: 13:00 – 14:30

For this day, please can you drop your child off at the school office. We will collect all the children and then walk them through the school to the EYFS classroom, where they will begin their fun start to school. Please note parents will **not** be able to accompany their child past the school office.

- Children to then start school, full time, on **Thursday 28<sup>th</sup> August 2025**.

We have been busy updating our school website with hello videos, school tours, handy tips for parents, activities to complete at home, etc, for you to share with your child at home. Please access these with your child as it will help to familiarise them with their new teachers and school. They can be found on our school website under the heading of Parents—EYFS New Starters.

If you do have any questions, please feel free to make contact using the email address

[kbenney@gaddesby.bepschools.org.uk](mailto:kbenney@gaddesby.bepschools.org.uk)

Take care and we look forward to meeting you all soon.

Best wishes,

Katie Benney

Laura Meredith

Annalee Toon

EYFS Co-ordinator/SENDCo

EYFS Teacher

Acting Headteacher

