



Orchard Grove Primary School  
**Temporary address**  
IKB School, Thomas Place  
Wellington, TA21 8FP  
01823 711014  
office@orchardgroveschool.co.uk

Dear Parents/ Carers

### **Welcome to Orchard Grove Primary School**

We're delighted to welcome you and your child/ren to Orchard Grove School as part of our new Reception cohort. My name is Richard Healey and I am the Headteacher at Orchard Grove. Miss Woodley is part of our senior leadership team and will be your child's Reception teacher. Miss Strange is our Business Manager and also part of our senior leadership team. You will be seeing plenty of her at our front office and around the school.



Mr Healey  
Headteacher



Miss Woodley  
Reception Teacher



Miss Strange  
School Business Manager

We appreciate that you and your child may be feeling anxious about the transition into Reception this September, however we really want to reassure you that we are here for you every step of the way. As a school we place huge emphasis on the power of a positive transition and we have plans in place to help make this as smooth as possible for every child and family. Where adaptations need to be made in specific circumstances, please know that we will work with you to support these.

Please find a checklist of activities that you could complete at home on our website [www.orchardgroveschool.co.uk](http://www.orchardgroveschool.co.uk) under 'Parents' and the subheading 'New Reception Starters 2023'. These activities will help to make sure your child is as ready as possible to begin in September with confidence.

I can assure you that we are not expecting you to become Reception teachers at home and we truly understand that not everyone will find time to complete the suggested activities – that's fine. Just try to fit any into your daily routines when and where you can as they are all designed to help assist transition and recent years have shown us that these activities have really benefitted children who have experienced them. I hope from the information provided and the activities we have planned, we leave your child and yourselves excited and at ease regarding beginning the new school year with us in September.



Orchard Grove Primary School  
**Temporary address**  
IKB School, Thomas Place  
Wellington, TA21 8FP  
01823 711014  
office@orchardgroveschool.co.uk

The transition arrangements that we are putting in place will include:

- New parent/ carer open evening at **IKB in Wellington** on Wednesday 21 June from 5.00pm – 6.30pm.
- Orchard Grove community transition afternoon inclusive of activities and a story time with new class teachers, on Thursday 6 July from 1.30pm – 3.00pm.
- Regular communication from Mr Healey.
- A designated page on the Orchard Grove website under the 'Parent' tab – 'New Reception Starters' with recommended transition support activities available.
- A bespoke Facebook group 'Orchard Grove – Reception Class 2023/24' – coming soon.
- Orchard Grove contact with your child's current early years setting to ensure an informed handover of information.
- Home visit week with Miss Woodley during the week of 4 September, followed by a stay and play session on Friday afternoon 1.00pm – 1.45pm or 2.00pm – 2.45pm.
- Part-time attendance week during the week of 11 September (staying for lunch on the Friday). 8.45am – 12pm Monday to Thursday and 8.45am – 1pm Friday.
- Full-time attendance week during the week of 18 September.

More information will follow on all the above events and activities.

If you have any concerns or questions about your child's transition, please let us know by contacting Mr Healey using the school email address: [office@orchardgroveschool.co.uk](mailto:office@orchardgroveschool.co.uk)

We cannot wait for you to join us as part of the new cohort in our Orchard Grove community and we are very much looking forward to September. In the meantime, please visit our [Orchard Grove](#) website, follow our main Facebook page – 'Orchard Grove Primary School' and (when available) follow your bespoke Facebook group 'Orchard Grove – Reception Class 2023/24' to keep up-to-date with everything going on.

We are all looking forward to meeting you personally and connecting with you all the way through until September as we prepare for the beginning of your child's incredible learning journey at Orchard Grove.

Warm regards,

A handwritten signature in black ink, appearing to be 'Mr Healey', with a circled number '3' to the left.

Mr Healey  
Orchard Grove Headteacher  
Primary Executive Headteacher of The Castle Partnership Trust