Bernards Heath Infant and Nursery School

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Head: Mrs H. Rimmer

1st May 2026

Dear Parents and Carers,

Foundation Stage 2 – Transition 1

Welcome to Bernards Heath! We are delighted that your child will soon be joining us in Foundation Stage 2 (Reception).

Attached you will find our admission form along with our 'getting to know your child' form. Please complete and return these (either via email or a printed copy to our school office) by **Friday 15th May.** If you are returning your forms in person, you can post them into the red box on the wall at the main entrance.

Please complete every section of the admission form fully. This is especially important as missing information delays school processes and procedures. Important sections which are frequently missed are parents/carers **National Insurance Number, child's NHS number,** alternative **contact details** (a friend or relative who lives close by and can be called upon in an emergency) and details of your **registered GP.** Your GP surgery will happily share your child's NHS number with you or at www.nhs.uk (find my NHS number).

When we have received your completed forms, a member of our team may contact you and/or your child's pre-school/Nursery setting in order to find out more about them and to prepare for their transition. If you have any concerns about how your child may manage transition in September, please make this clear on your forms. We may contact you to arrange a home visit and/or a pre-school visit should we feel it is appropriate.

The Stay and Play event outlined below along with the transition day in July and our plans for September will ensure we are very well prepared for a successful start to FS2.

Following the return of your admission forms: conversations with families; and previous settings, we will be writing to you after half-term informing you of your child's class allocation*. Children will be allocated to Heartwood or Clarence – the names of our FS2 classrooms.

*The school makes all decisions about placing children into their new classes. The ethos of Foundation Stage 2 (Reception) is that there are opportunities every day for the children across the two classes to learn and play together.

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We are committed to ensuring that your privacy is protected and we strictly adhere to the provisions of all relevant Data Protection Legislation, including GDPR, ensuring all personal data is handled in line with the principles outlined in the School's Data Protection Policy. Information about the types, use and retention of personal data we collect can be found on our website under Statutory Information - Data Protection Policy.

Transition

We are experts at managing transition for young children – it is what we do, extremely successfully, year after year. Our team have planned many creative ways in which we will learn about your children and they will learn about us too.

Alongside opportunities to meet and play together in person, we will be in regular contact via email with pre-recorded videos for you and your child to watch again and again.

Important dates for your diary –

Event	Date and class	Time	Who?
Stay and Play – 1 adult accompanies each child to join us in their classroom to play	Wednesday 1.7.26 – both classes	9.10-9.40am	Heath Class children (attended our Nursery)
		9.50-10.20am	Non Heath Class children (attended Nursery elsewhere)
Transition Day – adults drop children off to their classes **New To FS2 meeting -** with Mrs Rimmer in the school hall	Thursday 9.7.24 – both classes	9.20am – 10.30am	All children Please note - there is no Heath session on this day. There will also be no Breakfast Club for Heath children.
		9.30am – 10.20am	Adults only – updates on school policies/procedures including school uniform

Stay and Play – This session gives you the opportunity to join your child in their new classroom. You will be able to chat informally to other families and the class team. Most importantly, you'll get to know where they are playing and learning every day. After Stay and Play, our team may also arrange a home visit with you if they feel it would be beneficial.

Pre-loved Uniform – You can order pre-loved uniform online via Classlist (see attached information) and collect from the school office during your Stay and Play.

Transition Day – On Transition Day our aim is that your children are ready for a morning with their new classroom staff. Please drop them to their classroom door and collect them from the same place at 10.30 am. You will be meeting with Mrs Rimmer until 10.20 am in the hall.

Autumn Term

Our first 7 days of the Autumn Term prioritises the most effective phased transition to school. This period enables all children to gain confidence in their new routine and environment amongst brand new staff and peers. All children will be in school full time from **Monday 14th September.**

Week beginning Monday 31st August

Monday 31st August	Tuesday 1st September	Wednesday 2nd September	Thursday 3rd September	Friday 4th September
Summer Holiday	INSET – school closed	INSET – school closed	X15 1:1 Meet and Greet classroom visits	x 15 Meet and Greet 1:1 classroom visits*

Week beginning Monday 7th September

Monday 7th September	Tuesday 9th September	Wednesday 10th September	Thursday 11th September	Friday 12th September
8.45am – 11.45am Non Heath children all AM *(children who did not attend our Nursery)*	**8.45am – 12pm** All children attend all morning	**8.45am – 12pm** All children attend all morning	**8.45am – 1.15pm** All children attend all morning and have lunch	**8.45am – 1.15pm** All children attend all morning and have lunch
1pm – 3.15pm Heath children all PM			*Note – children will have their first lunch in the main school hall, supported by classroom staff and Y2 Lunch Buddies*	*Note – second time with Yr 2 Lunch Buddies and supported by classroom staff*

One-to-one Meet and Greets – Thursday 3rd September and Friday 4th September

Every child will have a 20 minute one-to-one Meet and Greet in their new classroom with their classroom staff and their family. You are very welcome to invite any members of your family and/or childcare circle to join us. Your child may like to bring something special to share (their favourite toy/something they are proud of/something that helps us get to know them). This will be a truly valuable opportunity for our team to get to know you and your child in a special, personalised way.

At the end of your Meet and Greet you are welcome to stay and play in our Foundation Stage garden for a while longer.

The title of this email is – **Transition 1**. Over the coming weeks we will be in touch with Transition 2/3/4 and so on. This will enable you to search your emails and quickly locate all the information you need. The transition emails will often include information for parents and carers but may also be videos/photos/ updates aimed directly at your children.

We look forward to sharing videos over the coming weeks, introducing the children to the Learning Heroes, our School Poem and eventually the grown-ups in their new class. For now, go for lots of walks along Sandridge Road, peek through our gates and visit our website. Go to class blogs and take a look at Heartwood, Clarence to find out what FS2 children were up to this year. Visit Heath class blog to see what our Nursery children have been learning too.

Wrap-around childcare

Lastly, families are often eager to book their places in our wrap-around childcare in time for the start of the new term – Breakfast Club and After School Childcare. As soon as we receive your admission form and our system is updated we will be in touch with further information about how to do this.

In summary – things you need to do –

- Fully complete and return the attached admission form and 'getting to know your child' form by **Friday 15th May**
- Join us for Stay and Play, Transition Day and New to FS2

We are pleased and proud to welcome you to Bernards Heath and look forward to getting to know you, your children and your family.

With very best wishes,

Mrs Steadman
Assistant Head, Early Year