



# West Sussex County Council Thomas A' Becket Infant School

Pelham Road, Worthing, West Sussex, BN13 1JB



**Headteacher:** Mrs A Dingwall  
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Friday 13<sup>th</sup> June 2025

Dear Parents & Carers,

We are pleased to inform you today of your child's class for September.

Your child will be in Dragonfly Class  
The Class Teacher will be Miss Petretta and the Teaching Assistant will be Mrs Healey

The following arrangements refer to your child's transition into school and we are looking forward to meeting you all during these sessions. The plan is designed to ensure that your child's start to school is positive and enjoyable, so they are settled and happy once the whole class come together for the first time.

The children will initially be coming into school in a group of 15. They will either be in **A** or **B** group. Your child is in

## **DRAGONFLY CLASS – Group A**

### **New Entrants Evening:**

We would like to welcome all Parents and Carers of '**Dragonfly Group A**' to a meeting with school staff on **Monday 16<sup>th</sup> June at 4.45pm**. The purpose of this meeting is to share key information about the starting school process, and how to help prepare you & your child for school. It is important for you to attend this meeting, as we will also be handing out further information and resources.

**This meeting is for Parents and Carers only.**

### **Stay and Play: There will be 1 session on Wednesday 25<sup>th</sup> June**

This session is very informal to enable you to get to see your child's new environment, chat to the Teacher and Teaching Assistant, and meet other Parents in the class. For this session we ask the Parent/Carer to stay with their child. Please see the timetable overleaf for the timing of this session.

### **Story Time: There will be 1 session on Wednesday 2<sup>nd</sup> July**

The children and their Parents/Carers are invited to come and spend some time in their new classroom. Parents and Carers will also be invited to meet our Governors, FABS Team and Senior Leadership Team in the Hall whilst the children have a story with their new teacher. Please see the timetable overleaf for the timing of this session.

### **Staggered Start in September (see timetable overleaf):**

On the first day, you are welcome to stay with your child for a few minutes while they settle. After this we ask that you do not come into the classroom as we want to help your child begin to settle themselves and build their independence.

### **Part-Time Children:**

If you decide that you would like your child to be part-time, pick-up time will be after lunch at 12.30pm. Any part-time requests are to be discussed and agreed with the Class Teacher and EYFS Leader of Learning

**One-Way System:**

We operate a one-way system around the school grounds to ease congestion at the start and end of the day. (A map was emailed out in previous communication). On the first couple of shorter days, the Class Teacher will show you where to drop-off and pick-up your child.

From 15<sup>th</sup> September when your child will be in school full time, your child's class drop off and pick up times will be as follows: **Class – 8.40am-2.50pm**

**Parent Meeting:**

Please use the link below to book a 20-minute introductory meeting with your child's Teacher, on either Thursday 4<sup>th</sup> or Friday 5<sup>th</sup> September. This is an opportunity for you to come in, meet your child's Teacher and share information about your child to help us adapt our provision to support them as they transition into school. Your child is welcome to attend the meeting.

<https://www.eventbrite.co.uk/e/dragonfly-class-2025-new-parents-meeting-september-2025-tickets-1405574143099?aff=oddtcreator>

<https://www.eventbrite.co.uk/e/dragonfly-class-2025-new-parents-meeting-september-2025-tickets-1405575777989?aff=oddtcreator>

**Photograph of Your Child:**

We would also like a photograph of your child, which will be used around the classroom to help them settle at the start of the year. Please send your Class Teacher a photo of your child to use in class (portrait orientation), by 1<sup>st</sup> July at the latest.

**The email address to use for these photos is:** cpetretta@tabinfant.org.uk

**'Transition Plan' Dates and Times:**

*Unfortunately, we are unable to change the group your child has been placed in.*

| Date                            | Session                                                                                                        | Time           |
|---------------------------------|----------------------------------------------------------------------------------------------------------------|----------------|
| Monday 16 <sup>th</sup> June    | <b>New Entrants Evening – For Group A</b><br><i>This meeting is for parent/carers only, not children.</i>      | 4.45pm         |
| Wednesday 25 <sup>th</sup> June | <b>Stay and Play - Group A</b>                                                                                 | 3.15pm-4.00pm  |
| Wednesday 2 <sup>nd</sup> July  | <b>Story Time- Group A</b>                                                                                     | 9.15am-10.05am |
| Thursday 4 <sup>th</sup> Sept   | <b>Parent Meetings</b> (all day)<br><i>You will have chosen your 20-minute slot on Eventbrite</i>              | 9.00am-3.00pm  |
| Friday 5 <sup>th</sup> Sept     | <b>Parent Meeting</b> (all day)<br><i>You will have chosen your 20-minute slot on Eventbrite</i>               | 9.00am-3.00pm  |
| Monday 8 <sup>th</sup> Sept     | <b>'Staggered' Morning - Group A</b>                                                                           | 8.40am-11.00am |
| Tuesday 9 <sup>th</sup> Sept    | <b>'Staggered' Morning - Group A</b>                                                                           | 8.40am-11.00am |
| Wednesday 10 <sup>th</sup> Sept | <b>'Staggered' Morning - Group A</b>                                                                           | 8.40am-11.00am |
| Thursday 11 <sup>th</sup> Sept  | <b>Morning Session (no lunch)</b> <i>All children in</i><br><i>Please bring in the children's memory boxes</i> | 8.40am-11.40am |
| Friday 12 <sup>th</sup> Sept    | <b>Morning Session and Lunch</b><br><i>All children in</i>                                                     | 8.40am-12.10pm |

|                                      |                                                                                                      |               |
|--------------------------------------|------------------------------------------------------------------------------------------------------|---------------|
| From Monday 15 <sup>th</sup><br>Sept | <b>All children Full-Time (from today)</b><br><i>(Part-time for those where it has been agreed).</i> | 8.40am-2.50pm |
|--------------------------------------|------------------------------------------------------------------------------------------------------|---------------|

**DRAGONFLY CLASS – Group A**

We look forward to welcoming you and your child into our school family.

Best wishes

Mrs A Dingwall  
Head Teacher

Mrs C Cockrell  
Early Years Leader