



West Sussex County Council Thomas A' Becket Infant School

Pelham Road, Worthing, West Sussex, BN13 1JB



Headteacher: Mrs A Dingwall

Deputy Headteacher: Mrs X Wrigley

SENDCo / Inclusion Manager: Mrs T Bourne

School Business Manager: Mrs C Foot

Office: 01903 235386

Email: office@tabinfant.org.uk

Website: www.tabinfant.org.uk



Friday 13th June 2025

Dear Parents & Carers,

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

Your child will be in Butterfly Class
The Class Teacher will be Mr Cooley and the Teaching Assistant will be Mrs Wildman & Mrs Larkham

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

BUTTERFLY CLASS – Group A

New Entrants Evening:

We would like to welcome all Parents and Carers of '**Butterfly Group A**' to a meeting with school staff on **Monday 16th 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 24th 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 2nd 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 15th 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 4th or Friday 5th 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/butterfly-class-2025-new-parents-meeting-september-2025-tickets-1405578516179?aff=oddtcreator>

<https://www.eventbrite.co.uk/e/butterfly-class-2025-new-parents-meeting-september-2025-tickets-1405580933409?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 1st July at the latest.

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

'Transition Plan' Dates and Times:

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

BUTTERFLY CLASS – Group A

Date	Session	Time
Monday 16 th June	New Entrants Evening – For Group A <i>This meeting is for parent/carers only, not children.</i>	4.45pm
Tuesday 24 th June	Stay and Play - Group A	3.15pm-4.00pm
Wednesday 2 nd July	Story Time- Group A	9.15am-10.05am
Thursday 4 th Sept	Parent Meetings (all day) <i>You will have chosen your 20-minute slot on Eventbrite</i>	9.00am-3.00pm
Friday 5 th Sept	Parent Meeting (all day) <i>You will have chosen your 20-minute slot on Eventbrite</i>	9.00am-3.00pm
Monday 8 th Sept	'Staggered' Morning - Group A	8.40am-11.00am
Tuesday 9 th Sept	'Staggered' Morning - Group A	8.40am-11.00am
Wednesday 10 th Sept	'Staggered' Morning - Group A	8.40am-11.00am
Thursday 11 th Sept	Morning Session (no lunch) <i>All children in</i> <i>Please bring in the children's memory boxes</i>	8.40am-11.40am
Friday 12 th Sept	Morning Session and Lunch <i>All children in</i>	8.40am-12.10pm
From Monday 15 th Sept	All children Full-Time (from today) <i>(Part-time for those where it has been agreed).</i>	8.40am-2.50pm

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