St Peter's Church of England Primary School

Headteacher: **Mrs Joanna Langton**
School Office: **Mrs Kim Groves**
Address: **Hawkenbury Road, Tunbridge Wells, Kent TN2 5BW**
Tel: **01892 525727**
Email: **admin@st-peters.kent.sch.uk**
Website: **www.st-peters.kent.sch.uk**

Welcome Letter for New Parents

St Peter's Primary School, Tunbridge Wells

Dear Parents and Carers,

Congratulations on being offered a place with us for September 2026. We are absolutely delighted to be welcoming you and your child to our **school community**.

At St Peter's, we are committed to providing a caring, inclusive environment where every child is encouraged to grow, explore, and achieve their very best. We believe that children thrive when school and home work closely together, and we look forward to building a strong partnership with you in the months and years ahead.

Meet the Team

Your child will be supported by our dedicated Early Years staff, who are passionate about helping children settle quickly and confidently into school life. Over the next few months you will be able to meet with the following people as part of the transition process.

Headteacher: Mrs Joanna Langton
Reception Teachers: Mrs Lisa Owden and Mrs Jessica Ives
Teaching Assistants: Miss Bela Owden and Miss Theresa Weller

1. Action Required: Accepting Your Place

To secure your child's place at St Peter's, please complete the following steps:

How to Accept

- Please accept or decline your child's place by emailing us at admissions@st-peters.kent.sch.uk
- If you are unable to email your acceptance, you can call 01892 525727 to speak to our receptionist, please do not leave a message. In all cases if you wish to decline your place this must be by email.

Deadline

All acceptances must be submitted by **Thursday 30th April 2026.** Failure to accept by this date may result in your place being withdrawn and offered to a child on our waiting list.

Documents Required

Please provide the following by **Thursday 30th April 2026.**

- Proof of address dated within 3 months (Council Tax bill, recent utility bill, or tenancy agreement)
- Your child's full birth certificate

These can be brought into the school office or scanned and emailed securely.

2. Transition & Induction Events

We know that starting school is a big milestone, and our induction programme is designed to help you and your child feel safe, confident, and excited for September.

Teddy Bear's Picnic

You and your child are invited to attend our welcome settling-in session on the field:

- **Date:** 13:45 – 14:45
- **Time:** Friday 26th June

This session allows you and your child together to explore the outside spaces, meet the adults they will work with, meet new friends, play some games and importantly meet their year 5 buddy. Please bring a picnic snack for your child, picnic blanket and a favourite teddy.

Parent Information Evening

We will hold an informative meeting to share essential information with you as parents/carers about starting school, Reception class routines, curriculum and how you can support your child's transition. You will be able to explore the classroom and outside setting, meet the class teachers, see our uniform, meet our PTA and find out more about food in school. At this meeting you will be given your home school visit date and time.

- **Date:** Wednesday 17th June
- **Time:** 6pm

Stay and Play Sessions

You and your child are invited to attend our two classroom settling-in sessions. These sessions allow your child to explore the classroom and meet friends and staff.

Session 1: Your child will stay for a short 45 minute play supported by their year 5 buddy.

- **Date:** Tuesday 30th June
- **Time:** 1st group from 13:15 – 1400; 2nd group from 14:15 – 15:00. Your time will be confirmed.

Session 2: Your child will stay for an hour and a half of play. On arrival they will be greeted by their buddy who will play with them during their first hour in school. You will be invited to join them for the last half an hour to see how they are settling into the setting.

- **Date:** Thursday 2nd July
- **Time:** 1st group from 09:30 – 11:00. 2nd group from 14:15 – 15:00. Your time will be confirmed.

Home Visits / Preschool Visits

Our Reception team will visit your child's preschool setting (where possible) to ensure a smooth handover. Home visits will be offered in September and will be shared with you at the parent information evening.

Transition Resources

You can find useful information—such as welcome videos, photos of the classroom, and our Starting School booklet—on our website:

St Peter's C of E Primary School - New Starters

3. Essential Information for September

Uniform

Full details of our uniform policy can be found on the school website. Uniforms may be purchased from:

- St Peter's C of E Primary School - Uniform
- Our **pre-loved uniform shop** will be available at the parent information evening.

Term Dates & Start Schedule

Home visits will take place between Thursday 3rd September and Monday 7th September. You will be allocated a date and time at the parent information event.

Children will begin school in September on:

- **Tuesday 8th September**

We operate a settling-in staggered start schedule to help children adjust well to their new setting.

Settling in Mars 2026	Tuesday 08.09.26	Wednesday 09.09.26	Thursday 10.09.26	Friday 11.09.26	Monday 14.09.26	Tuesday 15.09.26
Group A	08:30 – 11:00	11:45 – 14:15	08:30 – 11:00	11:45 – 14:15	08:30 – 12:30 with lunch	08:30 – 15:10 with lunch
Group B	11:45 – 14:15	08:30 – 11:00	11:45 – 14:15	08:30 – 11:00	08:30 – 12:30 with lunch	08:30 – 15:10 with lunch

Usual School Day Routine from Tuesday 15th September onwards

- **Drop-off:** 08:30
- **Pick-up:** 15:10

4. Communication & Next Steps

How We Communicate

We use the following platforms:

- **Tapestry** for classroom updates and messages
- **School Newsletter** – emailed termly
- **PTA Communications** – details on how to join will be shared at the Parent Meeting

Contact Us

If you have any questions, please don't hesitate to reach out:

✉ admin@st-peters.kent.sch.uk

☎ **01892 525727**

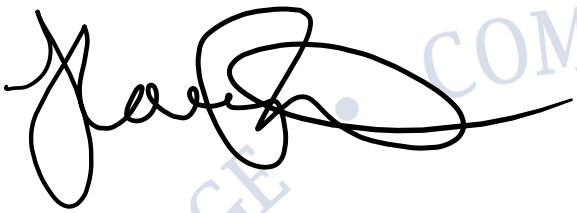
What Happens Next

Once we have had confirmation that all places have been accepted (end of April) we will send out a full **Welcome Pack**, including:

- Admission forms
- Medical and dietary information requests
- Details of your child's allocated transition group
- Staggered start schedule
- Additional transition materials

We are excited to begin this journey with you and feel privileged to be part of your child's early education. Thank you for choosing St Peter's Primary School—we look forward to meeting you very soon.

Warmest wishes,



Mrs Joanna Langton
Headteacher
St Peter's Primary School, Tunbridge Wells

'Learning to Light the Way'

Let your light shine before others. Matthew 5:16