



# Cardinal Newman Catholic Primary School

Arch Road, Hersham, Surrey KT12 4QT

Telephone: (01932) 222536

Headteacher: Mrs C Burnham

Email: [office@cardinalnewmanschool.co.uk](mailto:office@cardinalnewmanschool.co.uk)



May 2019

Dear Parents

## NEW PARENTS' INFORMATION EVENING – THURSDAY 6 JUNE

We are very pleased that your child will be joining us in September and warmly welcome you to our school.

As the first stage of our induction process, we would like to invite you to our New Parents' Information Evening on Thursday 6 June at 7.00pm in the school hall. At this meeting we will provide further information about your child's admission to Cardinal Newman and you will have the opportunity to meet the Reception staff.

We ask that you help us with the following information which is important in helping us to get to know your child and his/her needs. Please bring the following with you to the Information Evening.

1. Your child's **original birth certificate (not a copy)**. This will be available for collection at the Induction Days or the Drop In and Play Day.
2. **Registration Form** (enclosed) – please ensure you include all telephone numbers and email addresses we are able to contact you on, together with alternative emergency contacts should your child fall ill at school and we are unable to contact you.
3. **Medical/Disability Information** (enclosed) – please include all details relating to any long term medication your child may be on, any known allergies etc.
4. **Pupil Asthma Form** (enclosed) – please complete this form fully if your child suffers from asthma. If your child does not, can you please indicate NO at question 1, and return the signed form to us.
5. **Pupil Premium Application Form and Universal Free School Lunch Form** – see enclosed and covering letter.
6. **Pre-School Experience Form and Letter to Nursery/Playgroup** (enclosed) – can you please complete the form and kindly forward the letter of invitation to your child's Nursery Teacher/Playground Leader (if applicable).
7. **All About Me Booklet** (enclosed) – please complete this booklet WITH YOUR CHILD. This basic information is very important to enable your child's teacher to gain greater background knowledge of your son/daughter.
8. **Governors' Fund Forms** (enclosed) – we would like to draw your attention to this important Fund which is made up of donations from our parents for the benefit of children at our school. It helps fund building work and improvements and recent projects have included a new set of classroom laptops and part funding the new school minibus. Please return your Standing Order and Gift Aid forms.

In addition, can we ask you to please let us know by **Friday 17 May which nursery/pre-school your child currently attends**. You can telephone or email us at [office@cardinalnewmanschool.co.uk](mailto:office@cardinalnewmanschool.co.uk).

A timetable of the induction arrangements is enclosed for your information. At the Drop In and Play session on Tuesday 18 June the children will be given a small activity pack and parents will have the opportunity to meet each other while the children play together.

Thank you very much for your assistance in helping us with your child's induction arrangements. If you have any queries regarding the induction process, please do not hesitate to contact the school office. I very much look forward to seeing you on 6 June.

Yours faithfully

Catherine Burnham  
Headteacher