



Tiptree St Luke's Church of England VC Primary School

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know, love, serve; God, Ourselves & Others

Data protection: Please notify the office if you change your details or change your mind about consent.

April 2026

Dear Parents/Carers,

We are very pleased that you have been offered a place for your child and would like to welcome you and your family to St Luke's Church of England Primary School. We hope your child is looking forward to starting school and we will endeavour to make this very important stage in you and your child's life as smooth and stress free as possible. This letter will explain the opportunities that you and your child will have to visit the school.

Getting to know us

During the summer term our Foundation Stage lead will be visiting your child in their pre-school setting. This enables us to glean some information about your child and see them in a familiar environment.

You are invited to a **parent's meeting at 7.00pm on *14th May** in the school hall, with tea, coffee and biscuits. There will be an opportunity to visit the EYFS class as well. This meeting will be a low key opportunity for us to:

- Introduce key members of the school community
- Provide more detail about the transition process before the summer holidays and the children's start in September.
- Explain the additional information that we need and how we can get you set up on 'Tapestry'.
- Give you a brief overview of the 2026 curriculum.

*At any of these sessions can you please bring along your child's full birth certificate as we are required to cross reference this with details provided on our pupil database (Arbor).

Induction Program

We will be holding 'Open Classroom' drop in sessions from **9.15am -10.00am** each day from ***Monday 13th July- Thursday 16th July 2026**. You will have the opportunity to either; stay and play with your child, or leave your child to play if you both feel confident. These visits are an opportunity for your child to get to know the Foundation Stage team and familiarise themselves with the classroom environment. Sessions are optional and your child can attend as many or as few as is convenient.

Meeting your child's teacher

Meeting our families is very important to us too. You will be offered an opportunity to meet with your child's class teacher also on the **13th – 16th July between 10am – 12noon**. **Once you have received your ARBOR login in (by 1st May) please can you login and enter your child's personal details.**

Once we have this completed we can then give you access to ScoPay, our school booking/payments system, (by 5th June), you will then be able to book your 'Meet the Teacher' session.



INVESTORS
IN PEOPLE



Uniform

Please visit our website (as above) regarding the ordering of uniform (under the 'office' tab).

Introducing your child to us

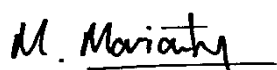
Attached is an 'All about Me' sheet which we would appreciate you completing as soon as possible and returning to the school post box just outside the main office, or scanning and sending via email.

Communication with the school

Finally, there will be many times when we will communicate with you via email, to that end we will use the email you provided to Planning and Admissions when making your application unless you advise us otherwise. For many of you this will be a new communication therefore please keep an eye on your 'junk' or 'clutter' folders to ensure you do not miss any correspondence. Initial emails will come from the email above or our Family Support Officer/Admissions co-ordinator, sarah.lewis@stlukesschool.co.uk at the present time and then later from ScoPay.

Wishing you a warm welcome to St Luke's C of E Primary School.

Yours sincerely



Martin Moriarty, Headteacher

What's Happening When	
By 1 st May	Arbor login details, (our pupil database), sent to parents for online completion with your child's details. (Check junk & clutter)
14 th May 7pm	Parents meeting in school (children welcome)
By 5 th June	ScoPay details (school booking/paying system) for you to book your 'Meet the Teacher session).
13 th – 16 th July	Open Classroom – (parents can stay or leave if children are confident), attend as few or as many sessions you wish, no need to book
13 th – 16 th July	Meet your child's teacher (details on how to book online by 26 th June)
2 nd Sept	Children attend half day (time tbc)
3 rd Sept	Children attend half day (time tbc)
4 th Sept	Children attend full time
Monday 7 th Sept- end of academic year	All children attend full time