



Repton Manor Primary School

Repton Avenue, Ashford, TN23 3RX
office@reptonmanor.kent.sch.uk
www.reptonmanorprimary.co.uk
Phone 01233 666307



Executive Headteacher	Matt Rawling
Head of School	Jackie Chambers
Deputy Headteacher	John Page
Chair of Federation	Wayne Wills

April 2023

Dear Parent/Guardian,

We are delighted to welcome your child to Repton Manor Primary School.

On **Monday, 15th May 2023 at 4.00pm- 5.30pm** we will be holding a welcome evening and document check where you will be able to find out all about the school and our services; such as wrap around care, caterers, and school clubs. You will also be able to try on and order uniform. **It is essential for Parents/Guardians to attend this meeting as we will only be able to check and accept admissions forms and legal documentation at this time.**

Included with this letter are the forms which you will need to complete for your child's admittance. Please bring them, along with the original of your child's full birth certificate, to the meeting on Monday 15th May. We will also need to check the following documentation for proof of your child's main address:

- A utility bill and
- Bank or credit statement and
- A child tax and working tax credit letter, the child's medical card or a letter from a medical centre, hospital or GP, a letter from your child's nursery or playgroup, or a bank statement of savings account in your child's name.

These documents should not be more than three months old. We will need to see all three of these documents for every child that is being admitted, even those who have siblings at school already. If you are unable to provide the above documents to prove your child's only or main residence, the local authority has the right to reallocate your child's place. We urge all parents to attend as we will share important information in preparation for your child starting with us.

Included with this letter, you will find the following:

- Admission Forms
- A welcome letter from Mrs Chambers and Mr Rawling
- Term dates
- Extended Care booking form and agreement

Please also feel free to visit our website, <https://www.reptonmanorprimary.co.uk/>. Here you can find:

- Useful information about our learning and our school day
- School policies
- School calendar and term dates
- School menu
- Uniform provider
- How we communicate – Tapestry and Arbor
- Hard copies of all admission or school related forms

I would also like to mention that some students will be eligible for Pupil Premium and Free School Meals, they may also qualify for the Holiday Activity and Food programme. So we encourage you to check your eligibility here: <https://www.kent.gov.uk/education-and-children/schools/free-school-meals>. We can also help with this at our open evening.

We appreciate this is a great deal of paperwork, but it is necessary to ensure a smooth transition for your child and will only need completing once.

We are looking forward to meeting you and your child and welcoming you into the Repton Manor Family and should you have further questions or would like help completing any of the attached paperwork in this pack please do not hesitate to contact me.

Yours faithfully,

Vikki Reeves

School Business Director

01233 666307

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