



Headteacher: Mrs Sarah Fuller
Co - Deputy Head: Mr Dale Lockwood
Co - Deputy Head: Mrs Emily Hair
Greenside Primary School
Chapelton
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Leeds
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Tel: 0113 257 4509
Email: admin.info@greenside-sch.org
Website: <http://www.greenside-sch.org>

Friday 8th May 2026

Dear Parent/Carer,

We are delighted that you have accepted your child's place in Reception at Greenside Primary School and would like to take this opportunity to warmly welcome you and your family into our school community. With the Summer term well under way, we have begun to make plans to support both our new pupils and you as a parent/carer with the transition to primary school.

Welcome Meeting for Parents/Carers

We will be holding a **Welcome Meeting for Parents/Carers on Wednesday 17th June at 6pm**. At the meeting, parents/carers will be informed of their child's Reception class teacher, and you will be provided with a range of information and key documentation. Where possible, we kindly ask parents/carers to attend the meeting without their children.

During the meeting you will have the opportunity to hear from and ask questions to members of Greenside's Senior Leadership Team, as well as our SEND team:



Mrs Fuller
Headteacher



Mrs Hair
Deputy Headteacher
SEND Strategic Lead



Mr Phillips
Assistant Headteacher
EYFS and KS1 Leader



Mrs Hardy
SENCo

Request for Pre-school/Nursery Information

As part of our transition procedures and our process of getting to know our new pupils, a member of our Early Years Team will soon be in contact with your child's current nursery or preschool setting. **Our Office Team will soon be in contact with parents/carers to request the details of the setting that your child currently attends.**

Transition Plans

At Greenside, we recognise that starting school is an important moment for your child and for you as parents/carers. To ensure that your child feels safe and happy when they start school, we have made the following transition arrangements for new pupils:

- At the Welcome Meeting, parents/carers will be notified of your child's class teacher/s.
- At the Welcome Meeting, parents/carers will be asked to make an appointment for a **home visit from a member of the Early Years Team**. These will take place during the remaining weeks of June and July, and will give your child the chance to get to know more about our school and the adults they will be working with, prior to them to starting in September.

- This year we will be holding **3 play sessions**, which will introduce the children to our Early Years setting and give them chance to get to know some of their classmates before September.

The dates and times for the play sessions are:

- Monday 22nd June 1:30pm-2:30pm
- Thursday 25th June 9:30am-10:30am
- Friday 3rd July 1:30pm-2:30pm

During the play sessions, our Family Liaison Officer, Mrs Middleton, will be providing refreshments for parents/carers who would like to remain on-site whilst their child is playing.

For the first play session on 22nd June, please could we ask parents/carers to bring your child's full birth certificate. There is a legal requirement that school must check your child's details against the document, so please ensure that you bring the **original and full birth certificate**.

Further information for parents/carers, to support pupils' transition into Reception will be posted onto our school website (www.greenside-sch.org) on our designated page 'Admissions for Reception 2026-2027', which can be found underneath the 'Parents' tab on the homepage. We intend to update this frequently over the next few weeks and months, so please check this regularly.

Admissions Information

Before your child starts at Greenside, we require parents/carers to provide the school with important information about your child. This is a comprehensive set of information which includes providing key contact and personal details, as well as a range of permissions that school require for your child. To do this, we require all parents/carers to have signed-up to the **Arbor Parent Portal or App** which will be used throughout your child's time at Greenside. Further details on how to provide the admissions information will be found in your child's welcome pack, given to parents/carers at the Welcome Meeting.

Throughout the admissions and transition process, our office and family support team will be available to provide further assistance. Please contact them on 0113 257 4509 and at admin.info@greenside-sch.org.



Mrs Pollitt
Business Manager



Mrs Knowles
Administration Assistant



Mrs Scott
Administration Assistant



Mrs Middleton
Family Liaison Officer

We look forward to welcoming you and your child to Greenside. If you any queries regarding transition to school, please do not hesitate to get in touch.

Yours Sincerely,

Mr M. Phillips
Assistant Headteacher, Early Years and Key Stage 1 Leader

Health & Wellbeing
Beacon School

