

Heathlands Primary Academy & Pre-School
Andrews Close
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Bournemouth
Dorset
BH11 8HB



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April 2026

Dear Parents/Carers

Welcome to Heathlands Primary Academy and Pre-School! Thank you for choosing us to become a partner with you in your child's education. We consider it a great privilege to be entrusted with your 'little one' and are very much looking forward to you joining us (or continuing with us if in our pre-school). We understand that this is a very new and exciting experience for both you and your child.

We would like to invite you to meet the team and hear all about the Reception year on **Tuesday 9th June at 4:30pm** in the school hall, please come along to learn about what to expect from Foundation and meet the staff. The session will last no more than an hour and there will be refreshments available. Please do not worry about child care, toys will be available for younger siblings and this is an informal meeting.

Class staff will be there to talk to you, answer questions and see the classroom. Even if you are in our pre-school, we ask that you attend this meeting as there will be changes you will need to be aware of.

After this there will be two Teddy Bear Clubs (settling in sessions) the first is on **Friday 26th June at 9.30-10.15 or 10.30 – 11.15**. For your child's session time we will write to you separately. This session is for one parent/carer and for each child to attend (sorry no siblings).

The second teddy bear club is for children only and will take place on **Friday 10th July, 9.30-10.30**. There will be refreshments in the hall if you would prefer to remain on site after drop off. If your child already attends our nursery they will be collected for this session.

Both of these settling in sessions will give your child the opportunity to play in their classroom and meet a small group of their classmates. Please bring a teddy and a named bottle of water.

We hope you can attend these important meetings and settling in sessions.

In the meantime, we are able to get started on our welcome to you and the more routine matters that need to be dealt with before children start the main school.

- You will have been sent recently a login for our online admissions application form. If you have not received this email, please see Mrs Yannick in the school office.

- Please ensure that you give us two contact names and numbers for emergency as this is a legal requirement under safeguarding.
- Please upload your child's birth certificate to your child's online application for us to check against our records. This is also a legal requirement before a child starts school.
- A code of Conduct signature is required from parents.

These should be completed as soon as possible and before 6th July 2026.

Communication – All letters and communications are sent via email to parents so please make sure we have your current email address on our records. A text message service is also used by the office for key information.

Children with SEND

If your child has additional needs and you have been receiving additional support at a pre-school from the Local Authority, they will make us aware of this. If you are not sure if the pre-school has done this or are concerned about the learning needs of your child, please let us know in advance so we can talk about your concerns as much in advance as possible.

If you have any additional paperwork from other professionals such as paediatrics or speech and language, it would be useful for us to see this in advance too. The named Inclusion Lead for the school is Mrs. Harris. This will also enable us to support their transition into school in the best possible way.

Please do check the website regularly for answers to any other queries, if you are still not sure about anything then please email or phone the school office and they will help find the information you need.

We look forward to meeting you as soon as possible.

Yours sincerely

Janine Harries

Janine Harries
Headteacher