Dear Parent/Carer, April 2025

**Starting School September 2025**

Welcome to Homefield Primary School. We are really looking forward to your child starting school in September 2025 and welcoming your family into the Homefield community. We have planned a series of transition visits to take place before the summer holidays and hope that these will help you and your child become familiar with the Early Years.

You are invited to an information meeting on Thursday 15th May 2025 at **either** 2:00pm or 6:00pm, when you will be able to find out more about the school, as well as times and dates when your child will be able to visit. There will be an opportunity to view and purchase school uniform at this event if you wish.

Please contact the school office on 01903 204141 or email office@homefield-primary.co.uk by Friday 9th May to reserve your space. We ask that you come without your child on this occasion, as this is a parent/carer session. There will be opportunities for your child to visit and spend time in their classrooms during the summer term.

You have been sent an invitation by email to set-up a MyChildAtSchool (MCAS) account, which is our parental engagement system. **It is important that you activate your account as soon as possible.** A guide is attached for your information. Once you have created your MCAS account please login and complete the Admission Form, read and acknowledge the documentation and complete your Parental Consent choices.

This information is very important to us, so please make sure you enter your details accurately. and complete all the questions. It is essential that you give clear and precise contact details and keep them updated. If you would like any help completing the forms, a member of the office staff will be happy to help.

A School Place Acceptance form is attached that requires completion and return to us by 9th May. West Sussex County Council require that we confirm your details by sight of your Council Tax bill and your child’s birth certificate. **Please complete the form and bring it to school (Lyndhurst Road site) before Friday 9th May 2025 along with all required documents listed in the checklist document at the end of this letter.**

After a few days “staggered start”, your child will be able to start school full-time in September so we'd love to know all about them and what they can do before they begin with us. A template is enclosed called ‘All About Me’ for your child to draw us a picture. Parents are asked to complete the online form:- <https://forms.office.com/e/tpRi0VtRW6> **by 15th May 2025**. This link can also be accessed via our website [www.homefield-primary.co.uk](http://www.homefield-primary.co.uk) under Parents and New Starters.

We look forward to welcoming you to Homefield!

Yours sincerely

DIANE SOUTH

Head Teacher

**PARENT/CARER CHECKLIST**

**To be completed by 9th May 2025**

|  |  |
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| **Forms to complete and bring into school** | **Completed** |
| * School Place Acceptance form
 |  |
| * Your child’s Birth Certificate
 |  |
| * Recent Council Tax bill
 |  |
| * All About Me picture
 |  |
| * Contact school to confirm sitting for Information event
 |  |
| **Documents & actions to be completed/read online** |  |
| * MCAS account creation
 |  |
| * Admissions Form complete
 |  |
| * Acceptable Use read and consented
 |  |
| * Home/School agreement read and consented
 |  |
| * Parental Consents completed
 |  |
| * All About Me Form

https://forms.office.com/e/tpRi0VtRW6 |  |