



22nd May 2025

Dear Parents,

I would like to welcome you to Chalfont St Peter Church of England Academy as a new or as an existing parent and look forward to your child officially joining us on **Friday, 5th September 2025**.

Welcome Pack and Admission Form

In order to begin the transition process, we have attached our 'Welcome Pack' and ask that you read it carefully. This is available to view on our school website at www.cspacademy.org.uk (under the Parents tab – Joining our school).

Once you have read the 'Welcome Pack', we should be grateful if you would complete our 'Admission Google Form' by [clicking here](#). Please could we ask that you **complete the form by Monday, 9th June**. Once you have completed it, a copy of your form will be emailed back to you for checking and editing where necessary. Please be aware the form will take about 20 minutes to complete. **You will need to have all the information to hand before completing the form as you will be unable to come back to it once you have started.** If you have twins you will need to submit a form for each child.

Meeting for parents

You are invited to a meeting for Year 3 parents on **Thursday, 26th June at 7 pm** in the school hall. Please enter via the playground entrance in Church Lane. Pre ordered school uniform will be available to collect from 6.30 pm. At approximately 7 pm we will then share information about our school and arrangements for your child's induction.

Early in September, you will be invited to a subsequent class information meeting where your child's teacher will share information in relation to their class and specific routines, e.g. PE days, homework etc.

School Uniform

School uniform is ordered on our school website via the link to the school uniform shop which is found under the Parents tab - Uniform Information. **Please could all orders be made by Thursday 5th June if you wish to collect it at the meeting.** A flyer giving more details about ordering is attached.

Transition Morning

In preparation for September your child is invited to visit our school for a transition morning to spend time in their classrooms and with their teachers, meet up with their new peer group and familiarise themselves with their new school and year group environment which will, we hope, reassure them and provide a positive introduction to the school. This is planned for **Tuesday, 1st July between 9.00 am – 11.30 am**. Children will need to be dropped off, and picked up, from the main school entrance in Penn Road. Please note that due to their close proximity, staff from Chalfont St Peter Infant School will pick up CSPI children at 11.30 am and walk them back to the infant school so parents are not required to do so.

We look forward to the start of a happy and thriving partnership and I shall be pleased to welcome you, in the first instance, on **Thursday, 26th June**.

Meanwhile, if you have any queries concerning the above information please do not hesitate to contact the school office at office@cspacademy.org.uk or by phone on 01753 883982.

Yours sincerely,



Mrs Nicola Alburg

Headteacher

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