



Charlton Kings Infants' School

'The wings to fly, the confidence to try'



Lyefield Road East, Charlton Kings, Cheltenham, GL53 8AY

Telephone: (01242) 514483

Email: secretary@ckis.org.uk

Head teacher: Katie James BA (Hons) QTS

17th April 2025

Dear Families,

Welcome to Charlton Kings Infants' School. We are delighted that your child has been allocated a place with us for September 2025 and we encourage families to accept their child's place with us as soon as possible and before the deadline of **Wednesday 23rd April**.

It is essential that we have your child's registration forms accurately completed. Please can we ask you to complete this online form: <https://forms.office.com/e/f0NUhhX0uV> by **Friday 16th May** in preparation for our transition events and class allocation. Please note we can only accept one registration form per child. Additional details to further support your child's transition to school will be captured by their class teacher during both our planned home visits and our stay and play sessions as detailed below.

We would like to invite you to a coffee morning on **Thursday 22nd May 09.30am–10.30am**. During the coffee morning, you will have the opportunity to meet with Mrs James (Head teacher) and our Reception lead, Mrs Jones. You will also have the opportunity to meet our Chair of Governors; Mr Waller and a representative from the school Parents and Friends Association (PFA) alongside our Family Support Worker, Mrs Pritchard. We hope that this will provide you with an opportunity to meet key members of the CKIS team and to ask any questions that you may have. We appreciate that not everyone will be able to attend, so please do not feel anxious if you are unable to do so.

We will be starting our transition events with our new families' induction evening on **Tuesday 3rd June 18.30pm–20.30pm**. During the course of the induction evening, you will be able to familiarise yourself with the school environment and meet key staff and school representatives (including Governors, our 'Kids Club' staff (Before and After school club) and members of our PFA. There will also be an opportunity to share information with you about our school catering service where you will be able to enjoy a drink and sample our wonderful school menu!

A Parent Handbook, will also be given to you during the new families' induction evening along with information about your child's individual start to school w/c 8th September. We do need to have sight of your child's original birth certificate. Please could we ask that you bring the original certificate into school as soon as conveniently possible, but no later than **Friday 23rd May** to enable our admin team to take a copy and place on our school files.

Our PFA members will share information regarding how to purchase second-hand uniform in due course. New uniform can be purchased through Monkhouse, who are based at 252 High Street in Cheltenham town centre (opposite The Brewery Quarter) or you can purchase through their website (just search for Charlton Kings Infants' School) at www.monkhouse.com. Please visit our school website www.ckis.org.uk/uniform for more information about our uniform.

On **Wednesday 2nd July**, all children and an accompanying adult are invited to attend CKIS for one of our three stay and play sessions that morning. You will be able to book your stay and play session at the new families induction evening on the 3rd June however, if you are not able to attend this induction evening, please contact secretary@ckis.org.uk after the 3rd June to book a stay and play session for the 2nd July instead.





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We will be holding our annual Early Years sports afternoon at Charlton Kings Junior School field, weather permitting, on **Thursday 3rd July from 13.30pm (reserve afternoon, Friday 11th July)** and your child and a maximum of two attendees are welcome to join us and to participate in some of the races!

Further information about these events will be shared with you during the new families' induction evening on **Tuesday 3rd June**. We also invite all new families to join us for our annual Summer Fayre on the afternoon of **Saturday 28th June**.

For your information, these are the planned induction arrangements for September 2024:

Monday 1st and Tuesday 2nd September:	Teacher Development days (school closed to all pupils)
Wednesday 3rd - Friday 5th September:	Home visits – a chance for your child' new class teacher and Teaching Partner to visit them and you in their home environment - please sign up for these during the new families' induction evening (Tuesday 3rd June).
W/C Monday 8th September:	Monday 8th and Tuesday 9th: 15 pupils per class 08.50am to 13.00pm with lunch Wednesday 10th and Thursday 11th: 15 pupils per class 08.50am to 13.00pm with lunch Friday 12th: all 30 pupils per class 08.50am to 13.00pm with lunch
W/C Monday 15th September: *Parent workshops to run 12.20pm to 12.50pm Mon to Thurs this week (more details to follow)	Monday 15th to Thursday 18th: 30 pupils per class 08.50am to 13.00pm with lunch Friday 19th: all 30 pupils per class 08.50am to 15.20pm with lunch
W/C Monday 22nd September	All children stay full time (08.50am to 15.20pm) ongoing

We are looking forward to meeting you during the summer term. In the meantime, please log on to our website; <https://www.ckis.org.uk/> for all of our latest news.

Yours sincerely

Mrs Katie James
Head teacher

Nicky Jones

Mrs Nicky Jones
Reception lead

