

# Moorside Primary School

Bowerham Road Newlands LANCASTER LA1 4HT  
01524 66516 [www.moorside-pri.lancs.sch.uk](http://www.moorside-pri.lancs.sch.uk)



Headteacher: Mr Roger Shone

Deputy Headteacher: Mr Jonathan Whitwell

Assistant Headteachers: Mrs Michelle Chapman & Mrs Kate Nuttall

April 2025

Dear Parents and Carers

## Reception Class Admission - September 2025

Hello and a very warm welcome to Moorside Primary School. We are really looking forward to welcoming you and your little one to our Reception in September.

Beginning school is an exciting time for children and for parents. There are so many new things to learn and so many interesting opportunities to take advantage of. During your child's time with us, everyone at Moorside will work hard to make them feel happy and fulfilled and help prepare them for the next stage in their life.

We are very keen to involve you and your child in our induction programme and allow you the chance to visit school a number of times before September. We hope that our induction programme will help both you and your child learn about our school, become part of the Moorside family and settle into Reception as easily as possible. Towards the end of this month, you will receive an individual letter from school inviting you to attend an information evening to come and meet the staff team and to welcome you to Moorside.

### Visits to School

Before the summer holidays, we will provide an opportunity for you and your child to visit school and spend some time in our Reception setting, meeting our staff and becoming familiar with where they will be from September.

### Information Packs

A parent information evening has been scheduled for Tuesday 13<sup>th</sup> May at 6.00pm to 7.00pm. At this meeting we will provide a pack of information that will include many of the things you will need to know before September. I am sure you will have many questions, but the pack/information evening will tell you about things like:

- Dates for any settling session and starting school
- School uniform
- School lunches
- Routines and logistics

## Communication

To support parents of new Reception children, there is a specific area of our website:

<https://www.moorside-pri.lancs.sch.uk/reception-admissions/>.

If you need to get in touch with us prior to your child starting school, we have a dedicated email address for parents of new starters: [newreception2025@moorside-pri.lancs.sch.uk](mailto:newreception2025@moorside-pri.lancs.sch.uk). Please note that this email is not checked on a daily basis. You can also use the main school email: [office@moorside-pri.lancs.sch.uk](mailto:office@moorside-pri.lancs.sch.uk) for any enquiries that may need a quicker response. You are, of course, also welcome to contact us by telephone. Over the coming weeks, our staff will be contacting nurseries and pre-schools to speak with them about all the children and to start to get to know them. At this stage, we are keen to hear from parents / carers whose child has a diagnosed additional, special or health-care need. This will help us plan thoroughly for their provision and arrival.

### Confirming Your Place

Along with the letter inviting you to the information evening will be two forms. One is an admission form, which you **must** return by Tuesday 13<sup>th</sup> May, as this will enable us to prepare for your child starting school.

**If you do not wish to take up the place at our school, you need to contact the Pupil Access Team at the Area Office (White Cross) without delay – telephone 01524 581148.**

The second form is a form called *Free School Meals and Pupil Premium*. Although all Reception children are currently entitled to universal free school meals, if you are a low-income family I would encourage you to claim, if you think you may be eligible. If you qualify you may be entitled to further financial assistance such as help towards the payment of educational visits.

I am really looking forward to meeting you in the near future and working with you and your child over the next seven years and seeing them grow and develop.

Yours sincerely

Roger Shone  
Headteacher