

9th May 2025

Dear Parents, Carers and Guardians,

Starting Reception at Chase Bridge – September 2025

We are delighted to welcome you to the Chase Bridge community and look forward to your child joining us here at school in September. We are proud to offer a broad and balanced curriculum of exciting learning opportunities and a school where your child will feel safe, happy and be able to thrive socially, emotionally and academically. At Chase Bridge, we are proud to work in partnership with parents and look forward to working closely with you to ensure your child's start at school is a positive one. To help with this, we use a staggered approach to settle the children into school; the timeline for these transition events are below.

All About Next Year presentation - Tuesday 1st July 9:15am - 10:00am: this event will include a presentation by the Reception team about beginning your school journey at Chase Bridge. Here, you will receive a welcome pack, which will provide you with information about our specific start dates and information about part time hours to facilitate transition.

Stay and Play - Tuesday 8th and Thursday 10th July 3:30pm - 4:00pm: please sign up to a 'STAY AND PLAY' session at Chase Bridge - this is an opportunity for you and your child to come and visit their class at the end of a school day in order to get to know us, and more importantly, for your children to become familiar with our setting in order to aid transition. Please complete the online Google Form to confirm your attendance by **Friday 4th July** - <https://forms.gle/eccoHpXltjGpk7BV6>

Home Visits for families new to Chase Bridge - Wednesday 3rd – Friday 5th September: for children new to Chase Bridge, there will be a visit to your home by two members of the Reception team - please can you and your child be present at the time of your visit. The time of your home visit will be shared with you at the presentation above, or posted to you if you cannot attend the presentation. *Please note that your child will not be attending school on these three days. Please complete this [online form](#) in advance of the September visit.*

School Visits for children at Chase Bridge Nursery - Wednesday 3rd – Friday 5th September: for children who currently attend Chase Bridge Nursery, there will be a school visit to their Reception classrooms where you will be invited to join.

Settling in sessions:

- **Monday 8th September - Thursday 11th September:** children will be allocated a morning or afternoon session. This will give them the opportunity to be with a smaller group of children in order to support the settling in period; we have found this greatly aids the transition process.

Full time hours and celebratory picnic:

- **Friday 12th September onwards:** all children will be at school for their full-time hours and they will begin having lunch at school. To celebrate the children's first day, you are invited to come and join them for a picnic from 2pm where you will have the opportunity to get to know other Chase Bridge families.

We would be grateful if you could complete the **Chase Bridge Admission form** by **Monday 7th July** by clicking on <https://forms.gle/voiwJF35gwM926nTA>. Additionally, if your child currently accesses a nursery setting, please let us know where they attend on the form. If you are considering applying for a place at Lions, our out-of-hours provision, please scroll down to the section covering our wraparound care.

Please do not hesitate to contact us if you have any queries via info@chasebridge.richmond.sch.uk;

Yours sincerely,

Early Years Foundation Stage Team

Welcome Letter - School Office

Dear Parents, Carers and Guardians,

In preparation for your child joining us at Chase Bridge, we have compiled a list of information which we hope will prove useful for a smooth start.

- **Arbor** – this is an online management information system. Each primary guardian will be requested to activate their account via an email invitation. Primary guardians are required to be connected to Arbor as we use this system to manage **key information** regarding your child and other personal details. If partners are required to have primary guardian status, please remember to state this preference in the Chase Bridge online admission form. Alternatively, please contact the school office. We will send out the activation email in early September.

Whilst you can activate your account on a desktop computer, Arbor also has a free mobile app for parents. Android [version](#) and iOS [version](#).

The [Arbor website](#) also has a wealth of information and guides for parents. We encourage you to take a few moments to familiarise yourself with how Arbor works for parents.

We have also included QR codes, on the final page, which will link you to the apps and Arbor website.

- **School emails** – emails are the primary method of communication between school and home. The email we will use for communication will be the address provided on your Chase Bridge admission form. Our emails may arrive into your junk or spam folder, therefore please do remember to check and to mark them as “not spam.”. Please note, only marked primary guardians on our Arbor system will receive emails from the school. The school email address is info@chasebridge.richmond.sch.uk

- **Payments** – payments to the school are also administered using your Arbor account.

We also politely request for our parents to pay an annual trip contribution. This one-off cost will cover all school trips and workshops your child will participate in during the school year. Information regarding this contribution will be provided in September.

- **Admissions Form** – it is required for all new families to complete our admissions form before the start of school; this will ensure there is no delay for your child to start school in September. If you haven't completed the form, please do so as soon as possible. Link to the online form is on the final page 'Reception 25' via the QR code.
- **Notification of your child's absence, sickness or late arrival** – absences/late arrivals must be reported to the school **before 8.55am** by calling the office on 0208 892 1242 and choosing the absence option.

It is important for all messages concerning your child to be directed to the school office and **not** through our online learning platforms, Tapestry or Seesaw.

Absences during term time are **NOT** authorised but if time is needed for personal reasons, you must complete the Leave of Absence form which will be sent to you upon request.

If you are leaving school – due to relocation for example, you need to complete the Leavers form which will be available on the website.

- **Authorised to collect** – As part of our safeguarding procedures, staff will only send a child home with someone if they are included within the ‘Family, Guardians, Contacts’ section of Arbor as *authorised to collect*. Therefore, it is important that you confirm the people indicated as *authorised to collect*.

Those authorised to collect can do so on a regular basis at home time, from after school clubs or from Lions. Siblings in year 7 and above are permitted to collect; older siblings at Chase Bridge are not.

- **Change of usual collection arrangements** – if someone is collecting your child who is not listed as authorised to collect on Arbor, then written authorisation must be sent to notify the school of the change to usual collection arrangements. Please email the school office at info@chasebridge.richmond.sch.uk by 2.30pm.
- **School uniform and PE kit** – please ensure that all uniform items are labelled with your child’s name. Each term we have a mountain of unclaimed clothing in lost property. Anything found with a label is returned to your child in class. There will be opportunities to purchase good quality second hand uniforms from our PTA, Friends of Chase Bridge, throughout the school year.
- **Medication** – only prescribed medication is administered in school if it has to be given **four times** a day. If medication is to be given three times a day, we ask that parents/carers give this before school, at the end of school day and at night-time.
- **Website** – please access the school website for more useful information about Chase Bridge: www.chasebridge.richmond.sch.uk.
- **Newsletters** - We send out a bi-weekly newsletter to all parents and carers. This is our main communication which keeps you up to date with information and dates. Previous editions can be found on our school website.

We look forward to welcoming you and your family to Chase Bridge.

Kind regards,
The School Office

Uniform suppliers

SchoolDays & Just Dancing 94 High Street Whitton TW2 7LN https://schooldaysllp.co.uk/index.php/booking-form/	Stevensons 1-15 Heath Road Twickenham TW1 4DB https://www.stevensons.co.uk
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All other items can be purchased from numerous high street outlets.

Second hand uniform

We are very fortunate to have the support of Friends of Chase Bridge who regularly hold pre-owned uniform sales, all in great condition. This may help ease the financial pressures we are all facing but most importantly gives our pre-owned uniform new life, halting the need for it to go to landfill.

Uniform checklist:

Our policy for the children's uniform is based on the belief that a school uniform promotes a sense of pride in the school; engenders a feeling of community and belonging; is practical, smart and identifies the children with the school; is not distracting in class; and makes children feel equal to their peers in terms of appearance. It should also be regarded as suitable, practical and good value for money.

School Uniform	PE Uniform
Maroon sweatshirt with school logo	Plain white T Shirt (with or without the school logo)
White - polo shirt. This may be with or without the school logo	Plain black or navy blue PE shorts
Grey skirt, trousers, culottes, shorts or grey pinafore dress	Plain black or navy blue tracksuit bottoms
Plain black shoes (velcro, unless your child is able to independently do their laces)	Plain navy blue sweatshirt (with or without school logo)
Summer Term. Red and white gingham dress may be worn if wished Plain sun hat/cap in the summer when necessary	Black plimsolls(indoor only) or trainers. Trainers - outdoor
Bags – these should ideally be school book bags or sacks but older children may bring in a plain small rucksack. Fashion, large and oversized bags are not permitted. This is so that they can fit in the peg/cloakroom area of the school.	

Hair - hair must be kept tidy. If hair is shoulder length or longer it must be tied back.

Jewellery – children may wear a single plain stud earring in each ear. No other jewellery other than a wristwatch may be worn.

Make up and cosmetics – No make-up, cosmetics, hair-gel or nail varnish.

Your Child Is Entitled To Receive Milk at School

If your child is joining school in September they will be entitled to free or subsidised milk, depending on their age.

Whilst your child is **under the age of 5**, they are entitled to receive milk completely **free of charge** under the UK Government's Nursery Milk Scheme.

When your child turns 5 or if they are already over 5, you have the option to pay for their milk. We have made arrangements with the UK's leading school milk supplier, Cool Milk, to supply milk at a **subsidised** cost.

What you need to do:

If your child is **under the age of 5** at the start of term, school will register your child for free milk automatically. We will provide Cool Milk with your child's name and date of birth as part of the registration process.

Should you wish to opt out of this automatic registration, please contact the school office. When your child turns 5, or if they are already **over the age of 5**, you have the option to pay for their milk directly through Cool Milk.

*If your child is over 5 and entitled to **benefit-based free school meals**, school will fund the cost of their milk on your behalf. Please contact the school office if you think you may be eligible.*

A portion of fresh, chilled milk at mid-morning break provides protein, calcium and other vital nutrients, important for your child's growth and development. It's also a great way to bridge the gap between breakfast and lunch, re-hydrating your child and helping them to concentrate in class.

Should you have any queries regarding your child's registration or milk supply, please do not hesitate to contact Cool Milk directly at customerservices@coolmilk.com or call 0844 854 2913.

Kind regards,
School Office

LIONS BREAKFAST AND AFTER SCHOOL CLUB – INFORMATION FOR NEW RECEPTION PARENTS

As you may be aware, we run a very popular wraparound childcare provision at Chase Bridge and you may already be considering it for when your child joins us in September. This letter is to outline the provision, as well as make you aware in advance of the limited availability; we do not want to raise expectations that a space will automatically be available.

For Reception, we offer the option of attending the breakfast club (*from 7.50am until the start of the school day*) **or** the after school provision (*from the end of the school day until 5.50pm*). The number of spaces available will be dependent on current roll and priority will be given to pupils whose siblings already attend Lions. Please note that Reception children who are given a place at Lions can begin attending **once they are in school full-time** (i.e. not during the induction period when they are in for half days only).

If you would like to register an interest at either the breakfast club or the after school club, please click on the following link to fill out our request form - please do this even if you have already completed an application or previously expressed an interest.

<https://forms.gle/DUF5KDnSwPd5c7qa8>

We kindly ask that this form is completed by **Friday 23rd May** and we hope to confirm by the end of June if your child has been successful in securing sessions at Lions.

Please note that to secure your place, payment to cover all Lions sessions booked for one week will be required by **Friday 12th September 2025**. Payment can be made via childcare vouchers or online using Scopay.

Further information will be sent once places have been allocated.

Yours sincerely,

The School Office

Lions Before and After School Club - Pricing

Dated: Prices with effect from September 2025

	Regular Session Price	Ad Hoc Session Price
Before School	£6.00 (£4 for 3rd or more siblings)	£7.00
After School	£15.00 (£13 for 3rd or more siblings)	£16.00

Payment Terms:

Funding should be made available on the account to cover future sessions. This will mean a prepayment of at least one week's value or the immediate payment of the agreed ad hoc session.

As arrears on the account are not permitted, failure to keep your account in credit, will result in your child losing their space at the club. Admittance to Lions will not be permitted if the space has not been paid for.

Ad hoc sessions can be agreed in principle, however, it will only be secured once the payment has been received. The school office will then confirm by email. Cancellation of ad hoc sessions are non-refundable.

After School Late Collection - a fee will be applied for late collection from 5.50pm onwards at £1 per minute. The additional fee will be added to your account for immediate payment.

Lions Admission Criteria For Reception

Dated: With effect from September 2025

We are very pleased to be able to offer wraparound care for our Reception aged children.

Our places are limited to up to 15 children per session. To facilitate a gentle transition into school life, Reception children may initially only attend either breakfast **or** after school sessions. However, both sessions will be considered subject to availability in the Spring Term.

Sessions at Lions will begin once the children are attending school full-time in Reception, after the September staggered start.

Places are offered in this order:

1. To siblings of pupils already attending Lions
2. Commitment to attend 5 sessions on a weekly basis
3. Commitment to attend 4 sessions on a weekly basis
4. Commitment to attend 3 sessions on a weekly basis
5. Commitment to attend 2 sessions on a weekly basis
6. Thereafter, we will operate on a first come, first served basis

The number of places is based around staff to pupil ratio to ensure we do not compromise on the quality of care we can provide for our youngest children whilst they attend our wraparound provision.