

Chesterfield Primary School  
Chesterfield Road  
Enfield  
EN3 6BG  
01992 760 678



2 May 2025

Dear Parents and Carers,

On behalf of the staff, pupils and governors, we are delighted to welcome you and your child to Chesterfield Primary school. As your child embarks on their primary school journey, we look forward to working with you, providing your child with a happy and nurturing environment in which every child has the opportunity to flourish. We are looking forward to developing positive relationships with you and ensuring your child has the very best start to their time at Chesterfield Primary School. I hope that you will be very happy at our school.

This letter contains important information about your child starting school. Please read it carefully as there are a number of actions required to complete your child's admission to Chesterfield.

### **Parent Information**

Part of the enjoyment in the lead up to our new cohort of children starting school is getting to know both our new pupils and their parents. We would like to invite you and your child to a 'stay and play' session. This will be an opportunity for you to see your child's class and meet the teacher and the Early Years team. This will be followed by a presentation explaining the process and expectations of starting school. See [Reception Induction Booklet September 2025](#) for more information.



### **Stay and Play Session for Parents and Children**

We would like to invite all the children and their parent/s to come into school for a one hour stay and play session. The children will visit their new classroom, meet the Reception team and have an opportunity to take part in some fun activities.

#### Event information

- Date: **Tuesday 17th June 2025** and **Tuesday 24th June 2025**
- You will be notified of which date to attend
- Time: **09:30am - 10:30am**
- Location: Early Years Classrooms  
*(please arrive at the school office and you will be escorted to the main building).*

We strongly advise that you attend this event as it is important for us that we work in partnership with you to ensure your child has a smooth and settled start into school.

## Admission form

To complete your child's admission to Chesterfield, you will need to fill out our online admission form. There is a link to this form within the 'To-Do List' section of this letter. When completing the form, it is imperative that you do the following:

- Include at least two emergency contact numbers (in addition to the parent/carer numbers).
- Include the contact details of the preschool your child has attended so that we can request up to date assessment information prior to them starting at Chesterfield. If they have not attended a pre-school, please state this on the form.
- Attach a copy of your child's birth certificate or passport, and two proofs of your address e.g. utility bill (no older than three months).

Once all the forms have been returned, we will let you know the start date for your child and the name of their teacher and class.

We estimate that this letter will be sent to you in mid-late June. The sooner the forms are returned, the quicker we can allocate the classes.

## Universal Infant Free School Meals form

All children in Reception, Year 1 and Year 2 are offered a school meal at no cost to the parent or carer, whether their family receives a qualifying benefit or not. For your child to receive these meals, you will need to complete a Universal Infant Free School Meal Form. Once you have completed the form, you will need to send it to the school. The link to the form and the school email is indicated within the 'To-Do List' section of this letter. Alternatively, you can post or hand deliver your completed form to the school office.

## Additional Information

Please see our [school website](#) for up-to-date information. Information about the school uniform can be found by [clicking here](#).

Chesterfield Primary School is a 'School Streets' school and will have a vehicle restriction on Chesterfield Road in the morning between 8:30am –9:15am, and the afternoon between 14:45 – 15:45. Penalty Charge Notices will be issued by the local authority if a vehicle drives down Chesterfield Road at these times.

## Your Child's Start Date–induction process

Your child will start Reception class on a part-time basis in September.

Week 1	Start Time	Finish Time
Wednesday 3rd September	8:45am	11:30
Thursday 4th September	8:45am	11:30
Friday 5th September	8:45am	11:30

<b>Week 2</b>	<b>Start Time</b>	<b>Finish Time</b>
Monday 8th September	8:45am (stay for lunch)	12:30
Tuesday 9th September	8:45am (stay for lunch)	12:30
Wednesday 10th September	8:45am	15:15

From Wednesday 10th September 2025 your child will be full time.

You will be informed of your child's class and teacher before the end of term.

We understand that all children are different and may require an adapted induction timetable starting school. The teacher will talk to you about this if necessary.

### **To-Do List**

Action	Form	Deadline
Complete the Chesterfield Admission Form - adding information requested above. <i>(Essential)</i>	<a href="#">Click this link</a> to complete the form.	6 <sup>th</sup> June 2025
Complete Universal Infant School Meals Form and send to Chesterfield Primary School. <i>(Essential)</i>	<a href="#">Click this link</a> to download the form and hand into the office or email <a href="mailto:office@chesterfieldprimary.org">office@chesterfieldprimary.org</a>	6 <sup>th</sup> June 2025
Complete the Breakfast Club Registration form if you would like to request this provision. <i>(Optional)</i>	<a href="#">Click this link</a> to complete the form.	6 <sup>th</sup> June 2025

We recognise and value that starting school is a very exciting time for both you and your child and we look forward to meeting you in the near future.

With my kindest regards,

Sarah Roberts

Headteacher

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Enquiries: [contactus@connectededucationtrust.org](mailto:contactus@connectededucationtrust.org)

Registered office: Chesterfield Primary School, Chesterfield Road, Enfield, EN3 6BG, England

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