



Billingshurst Primary Academy

Headteacher: Ms Marion Ley

Station Road, Billingshurst,
West Sussex RH14 9RE

Tel: 01403 782789

E-mail: office@billingshurstprimary.org.uk

Website: www.billingshurstprimary.org.uk

Ambition
Belonging

18th June 2026

Dear parents and carers,

We now only have a couple of events left before the summer holidays, so we wanted to put all the final information into one letter for you all.

23rd June - Transition morning - 9.15am-11.30am

Drop off - Please bring your child to the main blue gates at the front of the school. A senior leader will be there to welcome you and show you down the path that leads into Early Years. All classroom doors will be labelled with their classroom names, so your child's classroom should be easy to find. We strongly encourage the children to come in by themselves for this transition morning, as we have found that this helps them settle more easily in September. Of course, if this is likely to cause any upset on the day, we will be happy to support you and your child.

Collection - Please follow the same path that you used in the morning and make your way to your child's classroom door. The teachers will dismiss the children from these doors. Please bear with us, as we are still getting to know the adults as well as the children. We also ask that you do not stand too close to the windows, as this can encourage children to get up and come straight out to you before a member of staff has checked that they have been dismissed safely.

1st July - Story time - 2.30pm-3.00pm - Please bring your child to their classroom door, as you did on the transition morning. We would then like to invite all parents to join our Senior Leadership Team for a cup of tea or coffee in the KS1 hall. There will be signs to point you in the right direction. At this point, you will be able to sign up for your Parent-Teacher Meet and Greet session, which will take place in September.

WC 1st September - Parent/Teacher Meet and Greet Sessions - You will have the opportunity to sign up for a day and time that suits you. If you do not sign up, we will contact you with your allocated date and time. These meetings will be held in your child's classroom, and we recommend that you bring your child with you.

WC 7th September - Your child's first week of school -

Day	Who	Timings	Where
Monday 7th September	Group A	9.00am - 11.00am	<u>Drop off</u> - Enter the school by the blue gate on the main road, walk down the path and
	Group B	1.00pm - 3.00pm	



Artsmark
Gold Award
Awarded by Arts
Council England



Tuesday 8th September	Group A	1.00pm - 3.00 pm	drop your child/children off at their classroom door. This will be the same every day. We encourage children to come in independently. Collection - collect from your child's classroom door. At collection please give our staff a little bit of extra time to see the children out as we are also learning which adults go with the children. Many thanks!
	Group B	9.00am - 11.00am	
Wednesday 9th September	ALL children	9.00 am - 12.00 pm (Home for lunch)	
Thursday 10th September	ALL children	9.00am - 1.00pm (Have lunch at school)	
Friday 11th September	ALL children	8.40am - 3.10pm (normal school hours)	

We hope to see you at these next few events. But please do not worry if you cannot make them, if any information is shared at these events it will be forwarded on to you.

Kind Regards,

Emily Walker

Early Years Lead



**Artsmark
Gold Award**
Awarded by Arts
Council England

