



MAUNDENE
PRIMARY SCHOOL

NEW Reception starters 2018 Welcome and Induction Process

Date	Action	Who Responsible
16th April 2018	<ul style="list-style-type: none"> Parents informed by Medway Council of the school their child has been allocated - Emails will be sent after 4pm for those that apply online 	
W/C Monday 19 April 2018	<ul style="list-style-type: none"> Parents to be called and asked to confirm whether they will be accepting school place 	
W/C Monday 26 April 2018	<ul style="list-style-type: none"> Welcome letters to be sent to home address (to include open day, stay and play morning/afternoon and induction meeting) 	
TBC	<ul style="list-style-type: none"> Open Day for new reception parents 	
By Friday 11 May 2018	<ul style="list-style-type: none"> Places must be accepted/refused 	
By Friday 11 May 2018	<ul style="list-style-type: none"> Requests to go on a waiting list and appeals must be submitted – the school has hear appeal within 40 school days from the date of the appeal. 	
By 13 July 2018	<ul style="list-style-type: none"> All Appeal Requests heard 	
21 May 2018	<ul style="list-style-type: none"> Re-allocation of vacant places begins 	
May/June	<ul style="list-style-type: none"> Appointed staff member to contact / visit Nurseries and Playgroups for new reception children 	
Mid-June	<ul style="list-style-type: none"> Send Letter to parents reminding them of Induction Meeting 	
Mid-June	<ul style="list-style-type: none"> Ensure enough uniform is in stock Welcome pack and Transition booklet copied and given out to parents 	
TBC	<ul style="list-style-type: none"> Induction Meeting for parents 	
31 December 2018	<ul style="list-style-type: none"> Re-allocation of vacant places ends 	