



TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL · FOR GIRLS & BOYS · 3-13 YEARS

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To Parents of children in Nursery

Dear Parents

I am writing about our plans for your children as they move to their new classes in September 2017.

As your children move from Nursery into Reception, they will be organised into three classes for their Reception year. Re-grouping then takes place at the start of each subsequent year, thereby allowing children to enjoy different experiences and friendships as they progress through the School. Each of our classes in Reception has a teacher and a full time teaching assistant and is named after one of the trees in our grounds.

Whilst we know that many parents may wish to ask for their child to be with a particular teacher or a special friend, I regret that we cannot consider such requests as, when put together, they invariably clash and contradict one another. Organising class lists is a complex task in order to ensure a balance across year groups and within classes. Considerable time is taken to think about the best possible groupings each year.

The children will be told the name of their new class teacher on 'moving up day' (Tuesday 4<sup>th</sup> July). At this time, they will also have the opportunity to visit their new classrooms and meet their new teachers. The new class lists will be published and sent to parents soon after this visit, alongside a 'Welcome' letter from the teachers.

Please do feel free to get in touch with me if you have any questions.

Yours sincerely

Melanie Harries  
Head of Pre Prep