Welcome to St William's Primary School

Reception 2026







Learn, Laugh, Shine!

Introductions

Headteacher:	Sarah Shirras
Assistant Head, DSL & EYFS Lead	Jo Smith
Assistant Head, SENDCo	Matthew Watts
Assistant Head, Teaching and Learning	Adam Roberts
Class Teachers	Polar Bears: Jo Smith - Mon &Tues and Juliette Stamper - Wed, Thurs, Fri Pandas: Claire Knights

Other members of staff that can help in school:

Business Manager:	Christina Brown
Office staff:	Louise Carver
	Sarah Read
	Caroline Harvey
Pastoral/Inclusion:	Linda Battigan
	Leanne Miles
	Sarah Didwell
	Debra Lee

Our Governing Board

- In April 2026 we Federated with 5 other primary schools covering a distance from Norwich (City) to Caister (Coast).
- Our new Chair of Governors is Payal Patel

City2Coast
Primary Federation

How our school is organised

Reception	Pandas	Polar Bears
Key Stage 1	Year 1	
	Year 2	
Key Stage 2	Year 3	
	Year 4	
	Year 5	
	Year 6	

Domestic arrangements

- Gates and doors are opened at 8.30am and 3.15pm

Please do not come through the gates until a member of school staff is present in the mornings. Thank you

- Registration is 8.30am until 8.50am
- School finishes at 3.20pm
- On visiting the classrooms, we will let you know where drop off and collection points are for each class
- It is important that you inform us of any changes to collection arrangements.

Shining Stars

(can be accessed for Reception from week beginning 14th September 2026)

- St William's Primary School has a before and after school club. It is open from 7.30am in the mornings and open until 6.00pm after school. It is available for all children who attend St. William's Primary School.

- Please note the prices for Shining Stars. The morning rate is £5; however, the evening rate will be separated into two prices:

- £7.50 before 4:30pm

- £10 for the whole afternoon.

- Please note you will be charged for the sessions you book unless 24 hours' notice is given to cancel a session.

In the school holidays, Premier Education run Holiday Clubs at our school. You can find out more information HERE

What school will look like in the first few days

- Term begins on Thursday 3rd September 2026
- From Thursday 3rd September: children have been allocated morning or afternoon sessions. 8.30-11.30 and 12.15-3.15
- Week beginning 7th September: all children will come for the morning and stay for lunch, going home at 1.00pm.
- Week beginning 15th September: children will be full time, starting at 8.30am and collected at 3.15pm.

Food and Drink

Snack time:

- takes place every morning – fresh fruit is provided.
- Children can bring their own fruit or vegetables from home too.

Milk:

- We receive free milk for Reception children and have this each afternoon.

Water:

- Please bring a named water bottle with fresh water every day this is used in class and the dinner hall

Lunch: The menu is found on the school website

- All children receive Universal Free School Meals from Reception to the end of Year 2
- Choices: main meal, vegetarian, jacket potato, pasta, school packed lunch or home packed lunch (no nuts, nut products, fizzy drinks, glass bottles or sweets are allowed in lunches) Please choose together with your child.
- Ordering: orders can be placed up until midnight the day before; this is via the app but must remember to press the pay button!

Practical things…

Clothing:

- Wellies: all children will need a pair of NAMED wellies which can stay in school all year round.
- Please bring a coat/waterproof everyday and a spare change of clothes.
- Please name everything!

Extra items to bring to school:

- Water bottles: water ONLY, clearly named
- Book bags: children need a named book bag or similar in school every day. These can be bought from the school office. Only *one* keyring can be added for decoration and identification

Safeguarding and site safety

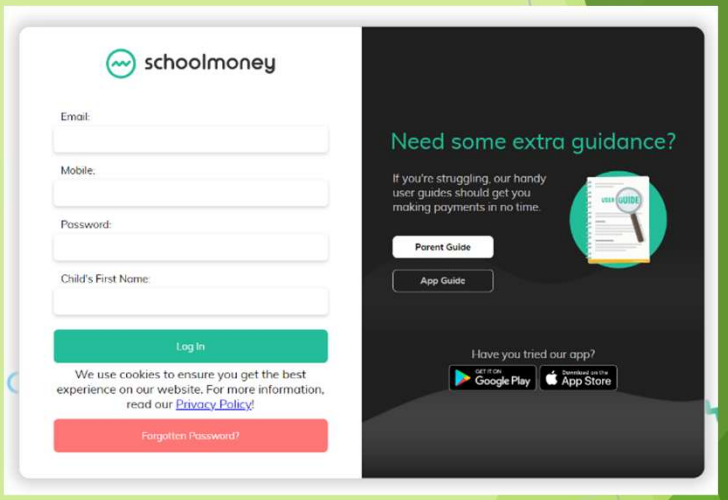
- Gates are locked promptly at 8.50am and 3.30pm to ensure site safety
- All visitors need to sign in at the main reception
- Play equipment is *not* to be used before or after school
- We love children bringing bikes and scooters to school and encourage this. Please tell your child to walk with their scooter/bike once they arrive at the school gates
- Mobile phones are not to be used on the school site.
- Dogs are not allowed on the school site. They can be tied up safely outside of school but not near the gateways.
- Parents/Carers are asked to collect their children promptly at the end of the school day.

Useful websites/apps

Link to our School Website



Link to our payment platform School Money



Link to our Learning Journal platform Tapestry

TAPESTRY
ONLINE LEARNING JOURNAL

Important Forms

Next week we will be emailing you with links to a few online forms which we REQUIRE to enrol your child accurately to our school. Please can we ask you to complete these forms no later than Wednesday 1st July.

If you require a paper copy of any of the forms, please email the school office (office@stwilliamsprimary.org.uk) or pop into speak to one of us.

- Admissions Form
- Image, Video and Celebrations consent form
- Level 1 and Level 2 Trip consent form
- Parental permissions form

Today we are giving you a paper copy of the Norfolk County Council Free School Meals form. This can also be completed online HERE if you prefer. Where possible, please can this also be completed and returned to the school office no later than Wednesday 1st July.

Additional forms which may be relevant for your child and can be requested by emailing the school office:

- Medical Diet Request Form
- On-going Administration of Medicines

The start of your St William's Journey

- We pride ourselves at St. William's on our positive relationships with our families and regular face to face meetings in school through our progress meetings.
- We visit children in their current nurseries
- We offer home visits for Reception children.
- These meetings will take place on:

  Week commencing 6th July and

  Week commencing 7th September (afternoons)

  Bookings via email link we will send you

How to get involved

St William's Association (SWA) : Our wonderful SWA volunteers raise vital funds for our school! Find out more on their Facebook Page HERE

We will hold a coffee morning in September 2026 for our Reception parents & carers. This will be a chance for you to meet other parents, some of our SWA and pastoral staff. Dates will be confirmed soon.

Before you go…

- Visit the Reception classrooms
- Speak to any member of staff about any concerns or queries. There is no such thing as a silly question!

Thank you for coming!

office@stwilliamsprimary.org.uk

Contact Details

Contact	How to make contact
School office	office@stwilliamsprimary.org.uk 01603 434128 Office is staffed 8.00am till 5.00pm during term time.
Headteacher	Sarah Shirras exec@stwilliamsprimary.org.uk 01603 434128
SENDCO	Matthew Watts sendco@stwilliamsprimary.org.uk
Class teachers	Jo Smith/Juliette Stamper/Claire Knights reception@stwilliamsprimary.org.uk

For absences, please telephone the office before 9am to ensure it is communicated promptly.