



Cottesmore St. Mary

Catholic Primary School

THE DIOCESE OF ARUNDEL AND BRIGHTON



Headteacher: Rachel Breen

14th May 2026

Dear Parents / Carers

A huge welcome to Cottesmore St Mary Catholic Primary School. We are delighted to confirm that a place is reserved for your child to attend Cottesmore St Mary in September 2026. We value the importance of welcoming you and your child to our school family and we are looking forward to meeting you soon.

We would like to invite you to a meeting, here at school, on Tuesday 9th June. During this meeting, we will introduce you to the Foundation Stage staff and let you know which class your child will be in. You will be able to visit the Reception classrooms and there will be the opportunity to ask any questions. There will be information regarding the school uniform as well as refreshments provided by the school PTA (FOCP). FOCP (PTA) also operate a high quality, second hand uniform shop and will open this on the night. So, if you would like to buy some cheaper, second hand items, please do bring cash with you. Items are £1 - £2. On Tuesday 9th June, please enter via The Upper Drive main gate and come to the main, school front door. **Gates will open at 6.25pm for refreshments and a chance to meet other parents. The main talk will begin at 6.35pm with visits to classes taking place between 7pm – 7.30pm.**

At the meeting, you'll be given a pack of information which includes the school welcome pack, information about Teddy Bear's picnic and story sessions, plus an induction timetable for September. For those of you who would like to get a flavour of what we will be sharing in advance, copies of last year's documents can currently all be found on the Admissions page of the school website. These will be updated over the next month. In addition to all of this, we will also operate a sign-up list for those of you who wish to be part of a, parent run, WhatsApp group, for this new cohort.

Other dates for your diary:

Our Teddy Bear's picnic will take place on Friday 19th June 10.15am – 11.15am. This is an opportunity for children and parents, across the whole year group, to meet each other as well as class teachers and teaching assistants on the school field. For this event, we ask that you arrive at the gate that can be found on The Upper Drive, further up from the main school gate and by the sign for The Outdoors Project club (if you are walking towards the Tesco at the top of the road / Dyke Road). We ask that you arrive for this session promptly as the gate will be locked 10 minutes after the start of the session.

Your child will also be invited to a story / activity sessions on Tuesday 30th June. At our welcome meeting, you will find out if your child will be placed in Group A or B for the purpose of induction only. On this date, **Group A are invited to a story time / activity session 10.15am – 11.15am and Group B are invited to the session taking place 1.30pm – 2.20pm.** Depending on class organisation, we will confirm which session each child is invited to at our June meeting. The story / activity sessions are an opportunity for your child meet their teacher and teaching assistant whilst and familiarising themselves with the classroom. Parents are invited to settle their child but encouraged to then leave them and join other parents, on the field, for refreshments. We ask that no parents leave the school site during this time. **Please keep both times free at present.** For this event, we ask that you arrive at the gate that can be found on The Upper Drive, further up from the main school gate but not as far as the sign for The Outdoors Project club (if you are walking towards the Tesco at the top of the road / Dyke Road). We ask that you arrive for this session promptly as the gate will be locked 10 minutes after the start of the session.

We will hold our **Welcome Disco, for Reception children and parents, on Friday 9th or 16th October, 3.15pm – 4.30pm so please pencil this in your diary.** Come September, parents will also be able to be invited to a class, Meet the Teacher session, in addition to October 1:1 parent / teacher meetings and workshops relating to how you can best support your child's learning at home.

We attach a number of forms for you to complete and return to the school. It would be appreciated if these can be returned no later than Tuesday 9th June, when you come in for our first meeting. You are invited to email signed copies of the forms or drop physical hard copies back. If you email them back, they must have either an electronic signature or have been printed off, signed and scanned as way of return. If you would like a hard copy to sign, please email Kristy who can have one made for you to collect from the school office. Completion of these forms is essential, so if you are missing any please look on the Admissions page of the school website where they can be downloaded.

- Collecting from School
- Computer Form (2 copies - 1 to keep at home)
- E-Safety Acceptable Use (2 copies - 1 to keep at home)
- Emergency Contact
- Governors Building Contribution
- Governors Building Contribution Mandate Form
- Gift Aid Declaration
- Home School Agreement (2 copies - 1 to keep at home)
- Messages Sent Home
- ParentPay
- Permissions for Photographs
- Pupil Premium
- Recording School Events
- School Visits
- Tapestry

Please rest assured that we make sure that the children, and you, become familiar with their new school, their new classroom and their new class teacher / teaching assistant before they start. We are already in the process of liaising with every nursery in order to find out a little more about your child but as ever, if there is anything important that you think we should know, please do get in touch.

If you have any questions at all, please do not hesitate to get in touch. Your main point of contact regarding dates is our Admissions Lead (Kristy) who can be contacted via admissions@cottesmore.brighton-hove.sch.uk and you can contact the main school office via admin@cottesmore.brighton-hove.sch.uk For any class organisation or day to day Reception queries, please email melistopcam@cottesmore.brighton-hove.sch.uk If your child has any specific educational needs (SEND) or medical needs, please visit the Inclusion section on the school website and get in touch with our Inclusion Lead, Mrs. Anna Mullans at annamullans@cottesmore.brighton-hove.sch.uk For other enquiries, you can always email me directly at rachelbreen@cottesmore.brighton-hove.sch.uk In some instances, I might not reply to your email directly but may pass it to the relevant team member, who will be sure to help.

We are looking forward to welcoming you, and your child, to Cottesmore and are delighted that we can start their new journey, together. Please pass our hellos on to your child and let them know that we are looking forward to meeting them soon.

Rachel Breen (Headteacher) and all the Foundation Stage (Reception) Staff



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