



Naphill and Walters Ash School  
Kilwood, Walters Ash, High Wycombe, Bucks, HP14 4UL  
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Dear Parent/Guardian

Hello and welcome to Naphill and Walters Ash School.

We are a larger than average primary school, catering for children between the ages of 4 and 11 years. We serve families living in the villages of Naphill and Walters Ash and the High Wycombe and Princes Risborough areas. Around a third of our pupils are from Service families.

We understand that moving to a new school and a new area, can be a daunting prospect for both parents and children alike. With this in mind, I hope that the information contained in this letter will help to alleviate a few of those worries.

As the Family Liaison Officer, one of my roles here at the school, is to provide support to both pupils and families. On a 1-1 basis, all new children who join us at any time other than at the usual entry point of the beginning of Year R, will complete a 'Passport' which is designed to help children gain confidence by getting to know our school, sharing information about themselves and talking through their thoughts and worries about moving to a new school. At the end of the induction process, all parents will be given a questionnaire to complete on how well they feel their child is settling in. Your child will be assessed by the class teacher/teaching assistant in the first few days of arriving in school.

On your child's first morning, please come to the school office where you can hand over any paperwork/school records and the office staff can take your child to their classroom. Pick up at the end of the school day is from the playground at 3:10pm for Years 1-6 and from the blue gate for children in Year R.

Drop off in the mornings for day 2 onwards, is the playground for Key Stage 1 & 2 and at the blue gate for Year R. Gates onto the playground are open from 8:30 am. The school day starts at 8:40am and the playground gate closes at 8:50am prompt.

We use a buddy system in school and your child's class teacher will find a buddy for your child, who can show them around. Our school uses a behaviour code system – these differ slightly between Key Stage 1 and Key Stage 2. The code sheets for both Key Stages can be found on our website under 'About Us/Behaviour'.

Our school website is a useful tool for information and can be found at [www.nap-walt.bucks.sch.uk](http://www.nap-walt.bucks.sch.uk) Information on term dates, uniform, curriculum and clubs can be found here. Should you have any queries or concerns regarding your child settling into school please do not hesitate to speak with either myself or your child's class teacher. I can be contacted via the e-mail address or telephone number at the head of this letter. Once again, may I welcome you to our school and I hope that you enjoy being a part of our school community.

Mrs Karen Henig  
Family Liaison Officer