



Lodge Lane Infant School
Lodge Lane, Old Catton, Norwich
Norfolk NR6 7HL

www.wensumtrust.org.uk/lodgelane

01603 413946

office@lodgelane.norfolk.sch.uk

17th April 2026

Dear Parents/Carers,

Welcome to Lodge Lane Infant School! On behalf of all of us, I would like to welcome you and your child to our school. We know that choosing a school for your child is a big moment and we are thrilled that you have chosen Lodge Lane. We look forward to developing a close working relationship with you. Please read the following information carefully as there are some actions that you need to take to ensure as smooth a transition as possible during this summer term and in preparation for September 2026.

Please add the following email addresses to your contacts to ensure that you receive all correspondence from our school:

office@lodgelane.norfolk.sch.uk

admin@lodgelane.norfolk.sch.uk

Please follow the link in the email to some forms that we need you to complete. It is very important that the admission form and further key information form is completed by **Friday 1st May 2026**. This form can be completed on a phone, a tablet, a laptop or a PC. If you do not complete the admission form, then this will delay the process of allocating the children to a class so please do the form as soon as possible and definitely by the 1st May.

Within the next few weeks, our Reception teachers will meet with staff from your child's current setting (if they have one) to find out more about your child and anything that we need to be aware of. **Please complete the google forms promptly** as we will use this key information, coupled with information from the pre-school setting, to allocate children into their classes. If your child has SEND needs, then our SENCO, Shelley Leggett, will be in contact with your child's current setting very soon. If there is anything specific that you feel we need to know about your child, that you don't feel could be captured on the google form or via your child's current setting, then please do call school and ask to speak to me and we can have a chat.

We will have two classes of Reception children – Tiger Class and Panda Class - and we will email you soon to inform you which class your child is in. We are also inviting you into school for a parent meeting in which you can meet the Reception teachers and myself and find out key information you need to know. This will take place on **Wednesday 10th June from 3:30pm to 4:30pm**. Please do your very best to arrange to attend without your child for this one as otherwise it is too tricky to tell you all the information you need. Please let us know if you are unable to make alternative arrangements.

After this, we will invite you into school with your child for a couple of very relaxed sessions in which you and your child can meet their class teacher as well as the other children who will be in their class.

The first visit will be on **Friday 19th June from 1:30pm to 2:30pm**. During this visit, weather permitting, children will spend time playing outside in the Reception outdoor area in their class groups with their parents. Teachers will be available to chat to during this time. The second visit will be on **Tuesday 23rd June from 1:10pm to 2:10pm**. During this visit, children will be spending time in their classrooms beginning to get to know the environment. Teas and coffees will be available in the hall for parents. We encourage you to leave your child in the classroom and go and enjoy a cup of tea with the other parents and carers. However, if your child really doesn't want you to leave, this isn't a requirement. We want this to be enjoyable and reassuring for them.

We are part of...



FOR CHILDREN, FAMILIES AND COMMUNITIES



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These visits will ensure that your child's transition into our school will be as smooth and positive as possible. Please see attached information about Home Visits and other useful admission information. After the parent meeting we will send you further information including start dates, lunches, uniform, etc.

In the meantime, please do not worry about anything and do not hesitate to contact us by emailing or phoning us if you have a question or concern. We look forward to seeing you very soon!

Yours sincerely,

Sarah

Sarah Spears
Head of School

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