



CHESSWOOD JUNIOR SCHOOL
Home of Bright Sparks
Chesswood Road Worthing West Sussex BN11 2AA
Head Teacher: Mr Andrew Jolley
www.chesswood.w-sussex.sch.uk
office@chesswood.w-sussex.sch.uk
Tel: Worthing (01903) 204141



Thursday, 14 September 2023

2023 Open Day & Evening

Dear parents,

On behalf of the Chesswood School community I would like to extend a warm invitation to our 'Open School' events for families with children currently in Year 2. Our open event is arranged for Wednesday 8th November.

I am writing to families a little earlier this year to allay and address any concerns regarding transition process and the current school amalgamation process. Our open event is business as usual, all are welcome and encouraged to visit.

An aspect that is important to note at this stage is, as a result of the amalgamation and based on previous applications the new school, we are likely to be oversubscribed for Year 3 in September 2024. The new school capacity will reduce from 165 to 120 per year group – year 3-6. There are approximately 140 children currently in Year 2 between Lyndhurst and Springfield. All children currently attending Lyndhurst will secure a place (approximately 75-80 children) should they apply as the schools are amalgamating. This supports capacity for 40-45 children from Springfield school (a named feeder school) based on the current numbers. On that basis, it is likely that some first preferences for our new school cannot be met and oversubscription criteria will apply for Springfield Infant School families. The specific details of the oversubscription criteria will be determined by West Sussex Council in the coming weeks and will be communicated to all families once available.

Our timings for Wednesday 8th November are as follows:

- **Open Morning** - **9.30 a.m.** – **12.00 p.m.**
- **Open Afternoon** - **1.45 p.m.** – **3.00 p.m.**
- **Open Evening** - **5.00p.m.** – **7.15 p.m.**

Before you visit - Open Event Registration

We are asking ALL families to complete the online form linked below to help us plan for the number of families seeking to join us on Wednesday 8th November.

Form Link: <https://forms.office.com/e/WaF4RS0UjM> or use the QR code opposite:
Please complete the online form as soon as possible and before Wednesday 1st November.

All families are invited to attend the open day either in the morning or the afternoon. In addition, all families are encouraged to attend the open evening presentation where senior leaders will share key information regarding admissions, school amalgamation and importantly what children and families can expect from September 2024. The remainder of this letter sets out arrangements for the event.



Open Morning and Afternoon

Parents are invited to take a tour of the school whilst it is in full swing! There are no special activities organised during these times, it is for you and your child to observe the good learning children experience every day at Chesswood. Tours will be led by our School Ambassadors (eloquent chatty children!) from a range of year groups – they are far more entertaining than those led by the adults!

If you intend to bring your child to Chesswood during the school day, please follow the guidance below:

- If you are intending to bring your child with you during the school day, we would ask that you first register your child at their infant school before bringing them to us. If this in the morning, please notify your child's school whether you intend your child to return before lunch so that they can ensure lunch is prepared for your child if necessary.
- On the open day parents and children will sign in with their child and this will be confirmed with your child's school so that the correct attendance code (V) may be used, this will then not affect their attendance rate

Open Evening

5:00 – 6:00 p.m. - School Tours and Learning Demonstrations: Although we recognise you will have many competing demands it is important that you seek to attend the evening session as a priority. You are welcome and encouraged to come to both. However, the presentation and opportunities for questions will provide you with the key information to help support your decision making. Parents and children will have the opportunity to experience different aspects of the Primary School Curriculum and Life in Year 3. There will be drop-in sessions for learning in all curriculum subjects. In addition, children's work, photos and videos from all year groups will be on display. Refreshments will be available throughout this session in the school reception area. This session is designed for children and parents together. We will provide a guide for parents on the evening upon arrival. Please enter the school via the Chesswood Road entrance and head to the main reception. We will also specifically focus on the school amalgamation process during this session, providing an overview, current developments and next steps.

6:00 – 6:15 p.m. Refreshments School Hall – Start of Crèche and Film arrangements At the conclusion of our learning demonstrations, parents should take their children to our Year 3 classrooms and then head to the school hall for a formal presentation. Refreshments are available throughout the evening and will also be available in the hall. The guide you receive on the evening will show you which rooms Year 2 children are being based in.

6:15 – 7:15 p.m. Formal Presentation: The newly appointed Head Teacher for the new amalgamated primary school will share key information about school amalgamation, admissions – including oversubscription criteria; the ethos; achievement; learning and teaching; the curriculum; behaviour; and what children and parents think of the school. There will be an opportunity for parents to ask general questions to the head teacher before the open evening closes at 7.15 p.m.

Child Care

The school tours and learning demonstrations are designed for families, however the presentation (see below) at 6:15 p.m. is designed for parents only. As such, a children's movie (U) will be shown to Year 2 children attending whilst parents listen to the formal presentation. Year 2 children will be based in current Year 3 classrooms during the adult presentation and will be collected from these rooms at the conclusion of the presentation.

We are able to provide a crèche facility for children aged 4+ - there is a nominal £4 charge for this service if the child is not currently Y2. Children younger than 4 will need to remain with their parents during the presentation. Wherever possible, we ask that parents to make alternative care arrangements for a child less than 4 years old. *Please let us know on the online form if you will be attending with your child in the evening and whether you will also need to make use of the crèche facility for younger children (£4) by Wednesday 1st November – this will help us make appropriate staffing and childcare arrangements for the evening.*

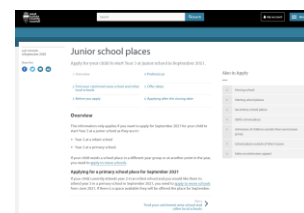
Further Information:

Our school brochure is the most informative single document about Chesswood Junior School, all parents are encouraged to view it prior to making an application to join Chesswood Junior School <https://www.chesswood.w-sussex.sch.uk/page/?title=School+Brochure&pid=188>

- You may also follow us on Twitter - @chesswoodschool or Facebook.

West Sussex Admissions Information

Follow this link to find out more about and undertake the application process:
<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/junior-school-places/>



West Sussex: Important Junior School Admission Dates

Date	Event
Monday 2 nd October 2023	<ul style="list-style-type: none"> Starting school and junior school applications open for September 2023 Opportunity for parents/carers to start visiting schools
Monday 15 th January 2024 – 11.59pm	<ul style="list-style-type: none"> Closing date for all primary, infant and junior school applications at 11.59pm.
Saturday 10 th February 2024	<ul style="list-style-type: none"> Closing date for out of time applications
Tuesday 16 th April 2024	<ul style="list-style-type: none"> Offer day – You will be notified of the outcome of application by email, if your application was received within the timescales above.
Tuesday 16 th May 2024 onwards	<ul style="list-style-type: none"> Applications received on or after 11th February 2024 will be processed after this date. You will be notified of the outcomes of this application after Tuesday 16th May.
Tuesday 2 nd July 2024	<ul style="list-style-type: none"> Year 3 Transition Induction Evening
Wednesday 3 rd July 2024	<ul style="list-style-type: none"> Year 3 Transition Day
September 2024	<ul style="list-style-type: none"> New term starts

We very much look forward to welcoming your family to Chesswood on Wednesday 8th November. Please help us to organise a great open event by completing the online registration form: <https://forms.office.com/e/WaF4RS0UjM>

Yours sincerely

Andrew Jolley
Head Teacher – Chesswood Junior School

Diane South
Head Teacher – Lyndhurst Infant School

