Otford Primary School
High Street, Otford, Kent,TN14 5PG

Our Vision:
An inclusive learning community where everyone is welcome. Children are curious about and engaged with the world around them; grow into kind and respectful young people, who have the courage and confidence to thrive as global citizens.

"The school has high expectations and aspirations for pupils"
"Pupils' thirst for learning continues throughout the school, with pupils rising to the challenges they are set"
Ofsted 2023

Head Teacher
Helen Roberts (B.Ed) Hons Primary NPQH

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24 April 2026

Dear Parents and Carers

Welcome to Otford Primary School

We are delighted to welcome your child as one of our Reception pupils for the academic year 2026\27 – thank you for choosing Otford Primary School. We are committed to providing high-quality education for all of our pupils and our Early Years team are dedicated to ensuring that your child's first experiences of school are positive and educationally stimulating.

May I take this opportunity to thank all of you who have emailed your acceptances, provided a copy of your child's birth certificate and supplied address evidence for both yourself and your child. Should you still need to do this, please ensure that it is returned by **Wednesday 6 May 2026**.

We would like to invite you to meet the Early Years team on Wednesday 17 June at 7pm in the school hall. This is an opportunity for parents and carers to meet the Early Years team, look around the Early Years environment and meet the Head Teacher. It will be an informal evening and will be finished by 8.15pm at the latest. **The evening is for adults only please**. In previous years, new parents have really valued having this opportunity to meet the staff and each other, it has been a very positive event and a great start to your child's journey here at Otford Primary School.

At the event, our School Uniform suppliers, PMG Schoolwear, will be providing some uniform samples for you to look at and to check sizing. Also, Independent Catering, our school meal providers, will be creating a few tasters for you to try. **We are unfortunately not able to repeat this event later for parents who are unable to attend.**

Please find below a link, which will take you to our admission form. We would appreciate it if you could complete the form at your earliest convenience and before **Friday 29 May 2026**.

https://forms.office.com/Pages/ResponsePage.aspx?id=gMBp23FnXkiR9d-9YNKUc0Nk1DKpBUBKi7fUcm5mwclURjJLSFk3NEg4WVRDR0hHUVdZRDRWQk1BRS4u

We would be grateful if you could please also complete the home/school agreement form via the link below:

https://forms.office.com/Pages/ResponsePage.aspx?id=gMBp23FnXkiR9d-9YNKUc0Nk1DKpBUBKi7fUcm5mwclUOEJTV1k3TDVENDRNOFQ4M0hJNDFNS0hITy4u

FREE SCHOOL MILK – Every child under the age of five is entitled to FREE school milk. Once your child reaches the age of five, Cool Milk will be in touch with you to establish whether you still wish your child to receive milk at a subsidised price of approximately £15.00 per term.

PUPIL PREMIUM FUNDING - Currently, all pupils in Reception, Year 1 and Year 2 are entitled to a free school meal thanks to a government funding scheme, known as "Universal Infant Free School Meals" (UIFSM). However, if you are in receipt of Universal Credit or other support, your child (in all years from R – 6), may also be eligible for additional funding called Pupil Premium. Pupil Premium funding from the Government is given to schools to help pupils reach their full potential, regardless of their background or financial situation. We receive extra funds for every eligible pupil who is registered for Pupil Premium. Children in years 3 – 6 would also be entitled to a free school meal every day plus food vouchers are issued during the school holidays for all children registered as Pupil Premium. Please check your entitlement and register for Pupil Premium at https://www.kent.gov.uk/education-and-children/schools/free-school-meals

EARLY BIRDS MORNING CLUB – This club is run by Otford Primary School and is open to all of our attending pupils, in all year groups. The club is based in the Victorian school building and is open every day at 8am and runs through to the morning bell at 8.45 am. Children who are in a reception class are escorted to their classroom at 8.45 am. Payments for Early Birds should be made via ParentPay. Invitations to ParentPay will be issued during w/c 31 August 2026. If you are interested in registering your child for a place during their first week at school, please email earlybirds@otford.kent.sch.uk with an outline of your requirements. After the first week, bookings for Early Birds should be made through ParentPay. Places are limited to 45 per day on a first come first served basis so we recommend booking and paying termly in advance.

OASIS AFTER SCHOOL CLUB – This club is run by a private nursery on our site. Please contact their staff on 01959 522364 to discuss your requirements.

BIRTH CERTIFICATE – School is obliged by Kent to request evidence of your child's birth date. Could you please supply your child's birth certificate, this should be emailed by Wednesday 6 May 2026 to admissions@otford.kent.sch.uk for us to record.

PROOF OF ADDRESS – School is obliged by Kent to request evidence that supports the address supplied in your application. Your address evidence should confirm that you and your child were living at the address on your application. You must provide at least 3 pieces of evidence.

First piece of evidence includes a copy of:

- Council Tax statement for 2025 to 2026 or 2026 to 2027, or
- a signed tenancy agreement or exchange of contracts with confirmed completion date.

Second piece of evidence should include a copy of at least one of the following:

- Child Tax Credit, Working Tax Credit, Job Seeker Allowance, Disability Benefit letter or statement
- a driving licence
- a schedule of motor insurance
- a utility bill, such as gas, water, electric or broadband
- a payslip.

Third piece of evidence includes proof your child lives with you, which can be a copy of a:

- doctor or hospital letter in their name
- savings account or bank account in their name
- Child Benefit statement.

Please could address evidence for both you and your child be emailed by Wednesday 6 May 2026 to admissions@otford.kent.sch.uk for us to record.

ALL ABOUT ME - Our Transition booklet is attached entitled "All About Me", which should be completed with your child over the forthcoming weeks, before they start school. These are used by our staff to help settle your child. These should be returned in September to the class teacher, when your child starts school.

TRANSITION - As schools are now obliged to offer full-time education from the start of term 1, we will be inviting your children to start school on Thursday 3 September 2025 and this will be on a full-time basis. We would also like to invite your child to attend two taster sessions, which will be held on:

Thursday 9th July	9.30am- 11.30am
Tuesday 14th July	1.15pm – 2.45pm

Your child will spend time with their new classmates and their teacher and have the opportunity to become familiar with their classroom/outdoor learning environment. On the day your child should be taken to the Early Years' playground (outside the Reception classes) where they will be met by their teacher and learning partner. Please feel free to then leave your child in the excellent care of our EYFS staff for these sessions. Please provide your child with a named water bottle and sunhat for these sessions. Please confirm attendance by completing the online form via the link below:

Reception 2026 Transition Sessions – Fill out form

Lastly, I detail below a link to our admissions guide, which you may find useful. Reception Class Admissions Guide

If you have any questions, please do not hesitate to contact the school and speak to either Miss Hill - our Early Years Leader, or myself. In the meantime, we look forward to meeting you on Wednesday 17 June at 7pm.

Yours faithfully,

Helen Roberts
Headteacher