



Portway Junior School

Creating Life-Long Learners

Dear Parent/Carer,

We look forward to welcoming your child to Portway Junior School and have two initial dates for your diary:

- On **Thursday 25th June 2026, from 4.00 - 4.45pm**, we are holding a “Welcome Meeting” at Portway Junior School. The children will be able to meet their new teacher whilst a presentation will be given to parents.
- On **Tuesday 7th, Wednesday 8th and Thursday 9th July 2026** we will be holding our transition days. These will be full days at Portway Junior School including lunchtimes, children will choose their meal on the day or you can send them in with a packed lunch.

At the Welcome Meeting, we will be handing out a New Starter Pack. Please can you complete and return the forms in the section ‘Please Return’ to our school office **by Monday 29th June 2026**. ‘Future Reference’ information should be kept by you and does not need returning.

We will need to see your child’s birth certificate so please bring in the original with your completed forms. **If you are returning the forms by post please bring in on Tuesday 7th July 2026 transition day and show to the school office.**

Please Return:

New Student Form (Complete in Full & Return)
Annual Consent Form (Complete in Full & Return)
Acceptable Use of IT for Pupils (Complete & Return)
Acceptable Use of IT for Parents (Complete & Return)
Home School Agreement (Complete both & Return one)

Future Reference:

Code of Conduct - Mobile Phones
Privacy Notice
Consent Information

The link to apply for Pupil Premium Funding is below, please use this if you believe you might be entitled to financial assistance www.cloudforedu.org.uk/ofsm/link2ict

Please visit our website www.portwayj.derby.sch.uk/ for:

- Uniform Information
- School Information including Term Dates and Lunches
- Attendance and Late/Absence Procedures
- Policies and Other Useful Information

Please visit our trust website www.odysseyct.org.uk/gdpr/ for:

- GDPR Information including Privacy Notices and Other Useful Information

If you require a medical diet form for school meals, please contact the school office.

Many thanks,

Kate Fernie
School Business Manager

Robincroft Road | Allestree | Derby | DE22 2GL
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Headteacher: Miss Emma Wilkinson B.A(Hons) with QTS

