Our Ref

Your Ref

Contact

Tel: 01698 274984 Jill Woodward

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Date: 5th December 2016 Orchard PS

Castlehill Rd

Wishaw

ML2 0LB

Dear Parents/Carers,

The enrolment of infant beginners for August ’17 will be taking place during the week beginning Monday 16th January 2017.

**The Head Teacher will be enrolling pupils in school at the following times only:**

**Monday 16th January 9.00 – 11.00am and 1.30 – 2.30pm**

**Tuesday 17th January 8.30 – 11.00am and 1.30 – 3.30pm**

**Wednesday 18th January 8.30 – 11.00am**

**Thursday 19th January 2.00-3.30pm and 5.30-7.30pm**

[](http://www.google.co.uk/imgres?q=clipart+school&um=1&hl=en&safe=active&client=firefox-a&sa=N&rls=org.mozilla:en-GB:official&biw=1009&bih=353&tbm=isch&tbnid=6cAccQu-ux9EEM:&imgrefurl=http://www.st-johns-stafford.staffs.sch.uk/curriculum.html&docid=FyemrGIMdQGnhM&imgurl=http://www.st-johns-stafford.staffs.sch.uk/img/school%20gifs/School_Clip_Art_162.gif&w=725&h=618&ei=VxbeTvHuDIXXsgaclJHpCA&zoom=1&iact=hc&vpx=730&vpy=32&dur=1163&hovh=207&hovw=243&tx=134&ty=116&sig=105073756241263980360&page=1&tbnh=95&tbnw=111&start=0&ndsp=14&ved=1t:429,r:13,s:0)If possible parents should bring their child with them, as this is the first opportunity for us all to meet. Pre arranged appointments are not necessary.

Parents must also to bring the following:

* copy of their child’s birth certificate
* a council tax bill **or**
* a child benefit letter (or another addressed bill)

If you have family or friends whose children were born between 1st March ’11 and 28th February ’13, please pass this information onto them.

We look forward to seeing you in January.

Yours Sincerely

**Mrs Jill Woodward**

**Head Teacher**