

Head Teacher: Mr J Swift

# Micklem Primary School

*learning, achieving, working together*

Boxted Road,  
Hemel Hempstead,  
Hertfordshire, HP1 2QH.  
Tel: 01442 408964  
Fax: 01442 401962  
admin@micklem.herts.sch.uk  
www.micklem.herts.sch.uk



Friday 24th April 2026

## RECEPTION PLACE AT MICKLEM SCHOOL

Dear Parents / Carers

We are delighted that your child will be joining us in September in our Reception class.

### Admissions Information Arbor - Parent Portal

For children who are new to Micklem School, we will need to collect important data from you about your child. If you haven't already done so, please complete our Google form as soon as possible by using this link:

<https://www.micklem.herts.sch.uk/new-starter-form>

(For parents of children that already attend our nursery, there is no need for you to do this, but if there are any changes that you need to inform us of, please do this within the Arbor App).

### Arbor - Parent Portal

We shall be setting your child up on our parent portal called Arbor. This portal allows you to view all of your child's information, receive any news and updates and make payments for meals, trips and clubs.

To view our school prospectus, please go to:

<https://www.micklem.herts.sch.uk/welcome>

There is also some useful information for you on this link:

<https://www.micklem.herts.sch.uk/useful-information>

### Dates for your Diary

In order for you to be able to plan ahead I just wanted to alert you to some key dates.

#### 1. Reception transition meeting on Thursday 25th June 2026 09:30 to 10:30 in our school hall.

This will give you the opportunity to find out more about what happens during this important year of school and meet key staff. You can tour the school, meet the head teacher and ask any questions you may have. During this visit we ask that you bring in a copy of your child's birth certificate for our records.

#### 2. Home Visits: Week Commencing Monday 29th June 2026.

We shall be doing home visits for children joining us from other settings. If we are due to visit you and your child, we shall advise you of the date and time as soon as possible.



Artsmark  
Silver Award  
Awarded by Arts  
Council England



Head Teacher: Mr J Swift

# Micklem Primary School

*learning, achieving, working together*

Boxted Road,  
Hemel Hempstead,  
Hertfordshire, HP1 2QH.  
Tel: 01442 408964  
Fax: 01442 401962  
admin@micklem.herts.sch.uk  
www.micklem.herts.sch.uk



### 3. Stay and Play Session on Tuesday 7th July 2026 9:30 - 11:00.

This is for our new Micklem School Children. You will be welcome to drop in with your child and get to know their peers who currently attend our nursery from 9:30am - 11:00am. If your child already attends our nursery, please send them in as usual.

### 4. Transition Morning: Thursday 09th July 2026 09:15 - 12:00

We would like to invite your child to spend the morning in our reception class with their new teacher. Following this, parents are invited to come back to school and join their child for a school lunch from 11:30am. To request a lunch for you and your child please complete a Google form by going to: <https://www.micklem.herts.sch.uk/reception-12>

### 5. Start Date: Thursday 03rd September 2026.

This will be your child's first official day at school. Children will stay in school until 1:15pm for the rest of this week to support their transition and they will then be in school **all day** from Monday 07th September.

Although your child may be used to full-time day care, we find that starting school can be very different, some children may need longer to settle into school and we are happy to work with parents on an individual basis. Our key priority is to work with you to ensure your child is happy and excited to come to school each and every day.

### Ordering Uniform with Mapac

Micklem School logo uniform, such as sweatshirts, cardigans, PE tops etc. can be ordered directly with our supplier, Mapac:

<https://www.mapac.com/education/parents/uniform/micklemschoolhp12qh>.

On the day of the meeting we will have samples on display for you to check sizes. These can then be purchased directly with Mapac, either via their website or in their Watford store.

Book bags will be available for sale from the school office. These are £5.50 and you can pay for these either via the Arbor App in September or by card or in cash in the school office.

### Free lunches

When your child moves up to Reception in September they will be entitled to universal free school meals. As a school we expect all children to take school lunches. Why would you turn down the offer of a free delicious and nutritious school lunch? Our kitchen can cater for dietary needs and our staff spend a lot of time supporting fussier eaters at lunchtime. We are happy to put in this extra effort to support your child and will work very closely with you to ensure your child does not go hungry.

If you are in receipt of certain income related benefits it is important that you register for free school meals.



Head Teacher: Mr J Swift

# Micklem Primary School

Boxted Road,  
Hemel Hempstead,  
Hertfordshire, HP1 2QH.  
Tel: 01442 408964  
Fax: 01442 401962  
admin@micklem.herts.sch.uk  
www.micklem.herts.sch.uk

*learning, achieving, working together*



You can apply yourself by using the following link:

<https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx>

However if you would like us to do the application on your behalf, please complete the following Google form:

<https://www.micklem.herts.sch.uk/pupil-premium-application-form/>

If your child is eligible for income related free school meals they may continue to have free milk. However if your child is not eligible they will stop receiving the free milk at the start of the term in which they turn five. This can however be purchased and details will be sent relating to this separately.

The funding the school receives with each successful application makes a real difference to all we can offer at Micklem School, so please help us to help you.

We hope these dates will enable you to plan ahead and we are really looking forward to meeting you and your child at the start of this very exciting time in their lives. If you have any queries about this letter please do not hesitate to contact us.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Swift', with a stylized flourish at the end.

Mr J Swift  
Headteacher

**Be Kind. Show Respect. Aim High.**



Artsmark  
Silver Award  
Awarded by Arts  
Council England

