



Tuesday 19<sup>th</sup> August 2025

**Dear Parents,**

**Re: Welcome Letter for the Parents of New Students**

A very warm welcome to you and your family as we begin a new academic year at *Capital School*. We are delighted to have you as part of our school community and look forward to the exciting times that lie ahead. Our dedicated team is committed to ensuring that every child feels supported, inspired, and ready to thrive in the year ahead.

The **first day of term will be on Sunday, 24th August**. Below you will find important information regarding the timings and arrangements for each year group.

### **EYFS and KS1 (FS1 to Year 2)**

- **8:00 – 8:30 AM:** Arrival, children are taken to their classrooms and parents come to the Multi-purpose Hall for presentation.
- **8:30 – 9:00 AM:** Parents return to class to be with their children, meet the teacher and ask questions specific to their child.

This gentle start allows our younger pupils to settle in smoothly and begin building confidence in their new environment.

### **KS2 (Years 3–6)**

- **8:00 – 8:30 AM:** Arrival and welcome in classrooms. Opportunity for parents to meet Class Teacher, ask questions specific to their child.
- **8:30 – 9:00 AM:** Parents come to the Multi-purpose Hall for presentation, before returning to collect children from class.

### **Secondary Pupils (Years 7–12)**

- **7:50 – 8:00 AM:** Arrival at Secondary Reception
- **8:00 AM onwards:** Transition to Drama Room for a welcome talk, school tour, and transition to classrooms to meet form tutors.

This programme has been designed to ensure that all our secondary pupils, especially those new to Capital School, feel confident, connected, and ready to begin the term with a strong sense of belonging.



## Uniform Information

We would like to sincerely thank you for your patience and understanding as we transition to our new school uniform supplier. Despite placing our orders many weeks ago, the shipment has unfortunately been delayed. However, we are pleased to confirm that the initial delivery of the stock is expected to arrive in school later this week. There will be limited stock at this point until the full delivery arrives at a later date (to be confirmed).

From **Friday, 22nd August 2025**, you are welcome to visit our on-site uniform shop to check availability. The school shop will be open at the following times:

- **Friday 22nd Aug** – 10:00 AM to 6:00 PM (*Exclusively for new pupils to the school*)
- **Saturday 23rd Aug to Thursday 28th Aug** – 7:00 AM to 6:00 PM (*open to both existing and new pupils*)
- **From Saturday 30th Aug onwards** – 7:00 AM to 3:30 PM (six days per week, closed on Fridays) (*open to both existing and new pupils*)

To ensure the process runs smoothly, additional members of staff will be available to assist you in purchasing the correct items.

If for any reason you are unable to access the shop before the start of term, please be assured that your child may wear **black or dark blue smart trousers with a plain white, blue or black t-shirt or polo shirt**.

We look forward to welcoming you and your children on **Sunday, 24th August**, and to working together in partnership throughout the year. With exciting opportunities for learning, creativity, and growth ahead, we are confident that this year will be a memorable and successful one for every pupil.

With warm regards,

**Assheton Woodall**  
Principal