Twin Oaks Primary School
Scawen Road
SE8 5AE
Tel. 02086924321

Headteacher: Miss Karen Cartwright
Website: https://www.twinoaks.lewisham.sch.uk
Email: admin@twinoaks.lewisham.sch.uk

April 2026

Dear Parent/Carer

We are delighted that your child will be joining Twin Oaks Primary School in September and starting their learning journey with us. We look forward to working with your family over the coming years and we are confident that by working together, we will ensure that your child will have a successful future ahead of them.

Admissions Paperwork

An essential part of the admissions process is paperwork.
Before your child can start we MUST have:

- **completed admissions paperwork**
- **their full birth certificate**

Please follow the link below to access the admissions paper work we require you to complete

Forms and Documents to read and return

- Pupil Registration Form
- Twin Oaks New Starter Questionnaire
- Photo Consent Form
- Ethnic Background Form
- Computer use agreement form
- Privacy Notice
- Local visits permission

Please download and complete ALL documents making sure to stat any allergies.

Please return this to the school office or email back to admin@twinoaks.lewisham.sch.uk by Friday 8th May 2026 with a copy or photo of your child's birth certificate.

Please note if you are having any difficulties or do not have Microsoft word on your computer please e mail or call the office to request a paper copy.

Please be aware that your child will not be able to start school until we have all of the paperwork and the home visit/ individual meetings have taken place.

Stay and Play Sessions

We would love to welcome you into school with your child for some stay and play sessions.

Stay and Play sessions for all children joining us in Reception will be on:

Monday 15th June 2026 9.15am-10.30am **Thursday 18th June 2026 1.30pm-2.45pm**
Monday 22nd June 2026 9.15am-10.30am **Thursday 25th June 2026 1.30pm-2.45pm**

These sessions are a fantastic opportunity for your child to spend some time getting to know the other children who will be in their class in September, to meet their teacher and to familiarise themselves with their new surroundings. There will be a short presentation to parents/carers about what to expect from Reception and we will be on hand to answer any questions that you might have.

Please note: you can attend one or all days, please let us know which day/s you will be attending.

Please book your Stay and Play session here
https://forms.gle/2GMZ5B1DejHDeLA17

to tell us which session(s) you would like to come to, or you can let us know, by emailing admin@twinoaks.lewisham.sch.uk or calling 020 8692 4321.

Home Visits

We would like to meet you and your child in your own environment. It is important that the staff have an opportunity to meet you and your child individually so that we can learn as much as possible about them before September. We will discuss times and dates with you at the stay and play sessions.

We look forward to meeting you very soon. Don't forget to visit our website: **www.twinoaks.lewisham.sch.uk** and check out our Reception pages (links below) where you will find more information about the school.
https://www.twinoaks.lewisham.sch.uk/Cherry-Class/

I am very much looking forward to meeting you and your child, hopefully in one of the stay and play sessions in June, until then if you have any queries or questions of any kind please contact our friendly office staff who will be able to help.

Best Wishes,

Karen Cartwright
Headteacher