April 22nd 2020

Dear Parent/ Carer

I trust that you and your family are safe and well during these difficult times. I am writing to request some contact information so that our records are up to date in readiness for your child to join us in September. Please complete the form and return it to [scohengreen@stfrancis.cc](mailto:scohengreen@stfrancis.cc) by Friday ??. Alternatively, a hard copy can be returned via the school office. Please address the form FAO Shirley Cohen Green.

As we remain in a time of uncertainty the transition process is subject to change this year. We do propose to hold our **Year 6 induction days** on **Tuesday 30th June and Wednesday 1st July** as planned. However, this will be dependent upon Government guidelines at the time. The **Year 6 Parents’ Induction Evening** is scheduled for **Thursday 2nd July, 5.30pm -7.30pm.** Again, this is very much dependent upon external factors and we will communicate accordingly when we have more information. Our school website will be one means of communication and will be updated regularly.

We want your child to begin their time with us feeling happy and comfortable and will endeavour to make this possible during these difficult times. You will receive another pack during the summer term with further information about the school and additional data collection forms.

Yours sincerely,

Mr M Connell

Transition Lead / Extended Senior Leadership Team.