16th March 2019

Dear Parent/ Carer

I am pleased to welcome you and your child to the community of St. Francis of Assisi Catholic College. Everyone at the school is looking forward to enjoying a happy and positive partnership with you and your child over the coming years.

At St. Francis we work hard to make sure that your child has the support they need to help them to settle in quickly here at their new school.

As you are undoubtedly aware, there is a lot of uncertainty about when our schools will return to normal routines as a result of the current situation with the coronavirus. However, I would like to inform you about some key dates in advance, should a sense of normality be restored enabling us to go ahead with them as planned. We propose to hold our **Year 6 induction days** on **Tuesday 30th June and Wednesday 1st July.** Your child will need to attend both of these days; details will be confirmed nearer the time and will be communicated accordingly. This will be an opportunity for students to get to know each other and the school environment, as well as take part in a range of activities to learn about the values and expectations of the school. The aim is to support the transition process and for your child to feel at ease and happy when joining us in September. If you know of any reasons why your child will not be able to attend either of these days, please contact us on an individual basis.

Furthermore, I would like to take this opportunity to invite you as Parents/ Carers to attend our **Year 6 Parents’ Induction Evening** on **Thursday 2nd July, 5.30pm -7.30pm.** I would strongly recommend that you attend this evening, as it is an opportunity to meet the school’s Leadership Team as well the Head of Achievement and Learning. It will also give you the opportunity to view displays of the school uniform, as well as gain information about school routines. Key information such as our school policies can be found on our website, and the transition section will be updated as we progress through the process. Further correspondence will be sent out to you in due course, directing you to essential information about the school. Additionally, in order to ensure that our records are ready for September, we will request the completion of certain data collection forms.

We want your child to begin their time with us feeling happy and comfortable about their new school and our staff plan on visiting your child at their Primary School from April onwards. If either you or your child have any further queries or require any further information, please do not hesitate to contact the school on 01922 740300. Please be mindful that due the current situation the transition process could be subject to change; any alternative dates and information will be communicated accordingly.

Yours sincerely,

Mr M Connell

Transition Lead / Extended Senior Leadership Team.