



17th April 2020

Dear Parents and Carers,

Welcome to St. Michael's Church School

I am very pleased to welcome both you and your child to St. Michael's Church School.

Starting school is one of the most important times in a child's life and I would like to assure you that the staff at St. Michael's will do all they can to help your child to settle as quickly as possible. I know that you will find our school a calm and friendly place where you will always be made to feel welcome.

It is very important to us that the start of school is a very positive experience for both your child and for you. Under usual circumstances we would invite you to attend a Welcome Evening. However, as school is closed to all but Keyworker children at this time and we do not know when school will re-open, we are aiming to communicate as much starting school information with you as possible via online systems. Once school re-opens we intend to invite you to a face to face meeting and will let you know the date and time of this as soon as we are able.

You will receive a telephone call on Monday 20th April from a member of our Administrative team on the contact number that you provided on your Local Authority application form. This call will take place **between 10am and 12noon**. It will be your opportunity to confirm acceptance of the place that has been offered to your child if you have not already notified us by email. You will also be asked for some key information about your child including; Pre-school setting currently attended, Child's first language and any Special Educational or Medical needs. It may be that you already have a number of questions about starting school and the office team will be pleased to try to answer any initial queries you may have at this time. You will also be provided with a direct contact number that is specific to your child. This number can be used during school closure should you wish to speak to a member of staff, during office hours, with any questions or information you may require regarding your child starting at St. Michael's in September.



**St. Michael's
Church School**

We have set up a special page on the website 'New to Reception September 2020'. This can be found under Parent Zone and then click on the Starting School tab or alternatively click the following link. <http://www.stmichaelschurchool.co.uk/key-information/starting-school/new-to-reception-september-2020>

Here you should be able to find all the important information that you will require as you prepare for your child to begin their time at St. Michael's.

To help us to collate key information for registering your child at our school, please could you complete the online form by using this link [Registration Form](#) by no later than **Friday 24th April 2020**.

We will need to record that we have seen your child's Birth Certificate, proof of address and passport (non-UK nationals) in order to conclude the admission process but this can be completed once school re-opens.

Dates for a range of activities to introduce your children to school will be sent to you via email once we have confirmed dates regarding school re-opening. Please be assured that we will do all that we can to ensure that your child is as well prepared as possible for the start of their school life with us.

I am very much looking forward to meeting you and working with you in the future. In the meantime, if you have any questions please do not hesitate to contact the school.

Kind Regards,

R Smith

Mrs. Rebecca Smith
Headteacher