



Monday 4<sup>th</sup> May 2020

Dear Parent/Carer of Molly,

On behalf of all members of our school community, I extend a warm welcome to your family as we all prepare to support Molly, as they begin this important and exciting new phase in their young lives. I hope you and your family are keeping safe and well during these difficult times.

I wanted to reach out to you as I understand that you may have some concerns about your child's transition to primary school during these unusual times. As a parent myself, I understand that this is a significant milestone in Molly's life and I'm sure that in these unprecedented circumstances, you will have many questions and thoughts around how routines and processes will work. Arrangements may be a little different to previous years but please rest assured that plans are in place and we are working tirelessly to ensure that Molly has the best possible start. The wellbeing and happiness of your child is my main priority and I'm sure that, by working together, we can navigate this difficult time and ensure the best possible experience for Molly.

You will receive an admissions pack in the post within the next 14 days; please check that you have all of the following:

1. Park Hill Infant School Pupils Personal Information Form
2. Park Hill Infant School Emergency and Accident Contact Form
3. Stamped A4 envelope addressed to Park Hill Infant School (for return)

Please visit <http://www.parkhillinfants.co.uk/our-school/policies/> and familiarise yourself with the following policies:

Foundation Stage Policy  
Teaching and Learning Policy  
SEND Policy  
Promoting Positive Behaviour Policy  
Safeguarding and Early Help Policy

The latest version of our school prospectus will be available as of Friday 8<sup>th</sup> May 2020 via our website: <https://www.parkhillinfants.co.uk/parent-info/new-entrants-2020/>. As further information is sent out as regards new entrants, this section of the website will be updated for your reference.

In addition, take a look at our staff list and photos and some videos on our video gallery so Molly can start to familiarise themselves with their new school.

If you would like to register your child for milk at school, please visit [www.coolmilk.com](http://www.coolmilk.com) and click on 'Register your child for school milk' to complete the online registration form. If you would prefer a paper form, please ask a member of the Office team.

Please complete **all forms** and return them via post in the stamped addressed envelope enclosed by no later than **Wednesday 20<sup>th</sup> May 2020**.

On Molly's very first day, please bring their **original full (long) birth certificate** with you. If you have not got a birth certificate, please bring your child's valid, current passport instead. We also need to see your **proof of address**; a bank statement, full driving licence, council tax or utility bill is acceptable. All proof of address documents must be dated within the last 3 months. Mobile phone bills are not acceptable proof of address.

***All documents must be original; photocopies will not be accepted. This proof will validate your application.***

Failure to return your child's admission forms along with identification documents and proof of address could result in your child's place at Park Hill Infants being offered to another child.

I will be in touch at the beginning of June to give you further information about the school and transition arrangements such as: a virtual tour of the school, a PowerPoint presentation, the name of your child's class teacher and class learning support. This information would usually be presented to you at a welcome meeting in the school during the month of June. As soon as it is feasible, I will notify you of provisional start dates. Please also be aware that we will be contacting your child's nursery or pre-school asking for any information which may contribute to a happy and successful transition to Reception.

Your child's new class teacher will make an introductory phone call or video call to you and your child by the end of June 2020. The purpose of this call is to gather information from yourself which would normally be obtained at a Home Visit; it is also an opportunity for you to have any questions you may have answered and for your child to begin to familiarise themselves with their class teacher / learning support assistant.

If you have any queries, please contact the school via email: [enquiries@parkhill-inf.croydon.sch.uk](mailto:enquiries@parkhill-inf.croydon.sch.uk).

I look forward to meeting you and Molly soon and send my very best wishes to you all.

Take care of yourselves and your family,

Ms J Charman  
Headteacher

