



## Value of the month – Responsibility

### Dear Parents and Carers

We hope everyone had a good weekend last week and that you enjoyed being together on the Inset days. The Staff and I all enjoyed our Talk for Writing training and the Teachers have been planning their literacy units of work for after half term. We hope that the new approach will inspire the children with their writing. We will share details of the approach after half term.

#### Admissions

For those Parents with children/siblings applying for Reception Places for 2021-22, please scroll down to see the procedures for this year for those in the Parishes of Caterham, Oxted and Warlingham which have been adjusted to help protect our priests during Covid times.

#### Drop Off and Pick-Up

The Staff, Governors and I would like to thank all Parents for your support with the covid drop off and pick-up arrangements and for being patient and helpful. We have been very fortunate, so far, with no positive cases in school, but we must continue to be careful. We appreciate how difficult the situation is and your help is valued.

**Drop off** is working well and no changes are planned to this. **However, we are going to alter the pick-up arrangements.** As the weather is changing and it is getting colder and wetter we are going to shorten the pick-up time at the end of the day. This is so parents do not need to wait as long (some are having to wait up to 30 minutes) when collecting siblings. It should also reduce the cross over between our school and Audley. Please [see the details on pick-up changes below.](#)

#### Changes to Pick-Up Times from next Monday

3:15 - YR

3:20 - YR1 & YR2

3:25 - YR3 & YR4

3:30 - YR5 & YR6

We would ask that, with the current rising Covid numbers, parents keep as distanced as practicable and to leave the school grounds as quickly as possible at pick-up. For those with toddlers and siblings, please keep them off the infant trim trail.

**We strongly recommend, if you are not exempt, wearing a mask on site at pick-up time.**

Please can our St Francis' Parents also try and adhere to using the Sunnydown side for entering and exiting the site. We still need to try and keep as separate as we possibly can to assist in distancing and reducing risk, especially now the covid numbers are rising – albeit slowly in our area. The other two Headteachers and I are in touch and monitoring the situation.

Sending best wishes for the weekend,  
Mrs Wheeler and Staff

## For the Parishes of Caterham, Whyteleafe, Oxted and Warlingham

### 2021-22 Catholic applications – for Reception places for St Francis' Catholic Primary School

Extraordinarily for this year, due to the COVID situation and to best protect Fr Seán and Fr Stephen, they will not be meeting parents in person to sign the SIF forms.

The general process for applications remains the same. Before the closing date for applications:

- Parent/Carers complete their Local Authority Common Application Form online.
- Parent/Carers must also complete the **SIF** and return it **to the school minus the section usually completed by the priest**.
- The school will formally log receipt of each SIF form from each Catholic applicant.
- The school will then take all the Catholic applicants' SIFs to the priest in one go for the priests to complete the relevant section for each applicant and return to the school.
- If you wish to receive a copy of the final signed SIF, please email the school office on [office@stfrancis.surrey.sch.uk](mailto:office@stfrancis.surrey.sch.uk).

#### 2020- 2021 Dates

7<sup>th</sup> & 8<sup>th</sup> December

Visit from Wintershall over two days for whole school

Parents Evening Dates TBC after the half term.

#### Communicating with School

Please remember that the best contact for the school is [office@stfrancis.surrey.sch.uk](mailto:office@stfrancis.surrey.sch.uk) This email address is monitored throughout the school day and your query will be passed on to the relevant person. Please note that the class emails that were established during lockdown are now used solely for teachers passing on messages and academic work to parents. If you have a concern or query only relevant for your child's class teacher, please put a note in your child's planner, or speak to your child's teacher at the end of the day.

#### Dangerous Parking

Unfortunately, this week we have seen some very poor and dangerous driving and parking. Whilst some of this may not be St Francis Parents, sadly some is and this is not in keeping with our school values and ethos. Please consider the safety of all pupils and adults when driving and parking on site.

We are all aware that the current roadworks are causing substantial issues and delays out on the main road and this is affecting the flow of traffic on and off our site. The roadworks are due to finish in half term, according to the Surrey website. However, the knock-on effect is that cars from all three schools are now circulating frequently, turning right in the no entry/right turn area, and it is causing tailbacks and reducing the ability of families from all schools to leave the site. If as many parents as possible park off site we can reduce waiting times.

**Please can Parents try and park off site (eg down by the green) and walk in at drop off and pick up times.**

