



15th May 2020

Dear Parent /Carer,

COMPLETION OF ENROLMENT FORM

I trust that you received our previous communication, detailing the changes to the transition process this year due to the Covid -19 restrictions that are currently in place. You were also sent our New Intake Welcome Booklet . I hope that you found the information in the New Intake Booklet useful.

You were recently sent a link to a Microsoft Questionnaire Enrolment Form. There have been many responses to the Microsoft Questionnaire but some remain outstanding. Can I please take this opportunity to remind you to complete the online Questionnaire if you have not already completed it? Please click [here](#) to access the Questionnaire.

If you are unable to complete the on link questionnaire, please note that a paper copy of our Enrolment Form has been sent to you in the post as an alternative. It is essential that this information is fully completed and returned to our main school office by post or by hand. **If this is not possible for any reason, such as self-isolation, please call the school to make us aware of your personal situation.** Should you require assistance with the completion of the form, please call the school and a member of the admissions team will be able to assist you.

Further information on our planned transition events will be communicated nearer the time. The School would like to thank you for working with us during this difficult period and we look forward very much to welcoming your child to Cardinal Pole Catholic School.

Yours sincerely

Ms J Heffernan
EXECUTIVE HEADTEACHER