



Diocese of St. Albans



June 2020

Dear Parent/Carer

You should by now have received a pack of key documents by post that support the admission of your child to St Mary's in September 2020. It would be appreciated if you could complete the necessary forms and return these by post to the school at your earliest convenience, and latest by the end of June 2020.

The school has always provided an excellent transition process for our Year 7 intake, which includes two days in school in the summer term, as well as a parent information evening so that documents can be returned and school uniform purchased from our supplier (Smiths Schoolwear). Regrettably, this year these events cannot take place due to the Covid-19 epidemic. Instead we are developing other ways in which we can run the transition smoothly and effectively:

- We are in the process of speaking to the Y6 Primary teachers and are gathering lots of useful information to help us get to know your child and support him/her starting at St. Mary's.
- Additionally we are finalising a detailed pack for you and your son/daughter with lots of useful information in about St Mary's and we will email this to you soon, and post it on our website. If you would like a paper copy of this sent to you, please email [transition@st-maryshigh.herts.sch.uk](mailto:transition@st-maryshigh.herts.sch.uk)
- To replace our Transition Evening in June, our technical team are working with Mr Crosby (the Director of Performing Arts) to prepare a video introduction and tour of the school to show you and your child the key people and places in the school. You will be able to view this as many times as you wish to familiarise yourself with us.
- Mrs Ford and Mrs Brown are making one-to-one phone calls to all parents/carers and their children over the coming weeks, to welcome them to school and give a chance for them to ask any questions or settle any worries you may have.
- I am also planning how we can give your child a real (in-school, rather than virtual) transition experience before they start with us, but obviously I can only do this within current guidelines for school opening and social distancing and these plans will not be finalised until I have a clearer picture of how schools will open in September.

Mrs Ford, Mrs Brown and I will, of course, keep you updated with other developments as and when they happen.

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Lieutenant Ellis Way, Cheshunt, Hertfordshire EN7 5FB t: 01992 629124 f: 01992 643354

e: [admin@st-maryshigh.herts.sch.uk](mailto:admin@st-maryshigh.herts.sch.uk) w: [www.st-maryshigh.herts.sch.uk](http://www.st-maryshigh.herts.sch.uk)

Headteacher: Mr Nicholas Simms B.Sc. (Hons), NPQH

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## Transport

We will also keep you updated with school transport options and issues. We appreciate that this is often a cause for concern for children and their parents/carers. As you will understand, with the current situation we can give no firm answers at this stage, but we will update you about this over the rest of the term and through the summer holidays.

## ParentPay

We have had a few queries already about ParentPay. A letter specific to your child will be coming out shortly with your own log in details on. If you haven't received this by 30 June, please email [transition@st-maryshigh.herts.sch.uk](mailto:transition@st-maryshigh.herts.sch.uk)

I hope I have re-assured you that we are very keen to continue to support your child's transition effectively, and will keep you updated of any plans we are able to put in place for when your child commences their journey with us. Please check our website regularly for updates, and ensure these emails do not end up in your 'junk' folder.

In the meantime, should you have any queries concerning the transition process, please email [transition@st-maryshigh.herts.sch.uk](mailto:transition@st-maryshigh.herts.sch.uk) which will automatically be directed to the people who can best answer your questions.

If you have any issues with completing any of the documentation you have been sent, or with the admissions process, do contact our Admissions Officer, Mrs Gill Wright, at the school via email on [gill.wright@st-maryshigh.herts.sch.uk](mailto:gill.wright@st-maryshigh.herts.sch.uk) or by calling the school number of 01992 629124.

Thank you for your patience and support in these difficult times.

Yours faithfully



Nicholas Simms  
Headteacher

Cc  
Mrs Ford, Year 7 Lead  
Mrs Wright, Admissions Officer

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