



Warbstow Primary Academy

Head of School: Mr S Ellis

July 17th 2020

RE: Return to School 7th September 2020

Dear Parent/Carers,

Firstly, I would like to share my thanks to everyone for your continued efforts supporting your children during the lockdown period. I am confident in the systems and procedures we have put in place, and wholeheartedly look forward to welcoming your children back after the summer break.

There will undoubtedly be challenges ahead, children will need to reacclimatise to school, learn new routines and structures and come to terms with what might have been a struggle for them.

We will need to organise children into **Bubbles**. Bubbles are groups of children that can share spaces and resources but are segregated from other bubbles in an effort to minimise contact, where possible.

This letter outlines the new organisation, pick up, drop off and Bubbles of children. Please ensure you are at school at your allotted times.

Organisation and classes

We will have 3 classes in September plus Preschool

Class 1 will contain Reception/Year 1/Year 2

Class 2 will contain Year 3/Year 4

Class 3 will contain Year 5/Year 6

Preschool will contain Preschool

There will be 3 distinct Bubbles arranged from the above classes.

Bubble 1 will be Class 1 and Class 2

Bubble 2 will be Class 3

Bubble 3 will be Preschool

NEW Drop off and pick up arrangements

To minimise the number of people on the school site, we will be operating strict guidance for drop off and pick up arrangements. Should your child need to be accompanied to school, this must be done by **only one adult**. We will have a one-way drop off system (image on next page) around the site to minimise the chance of walking past other people. There will be signs up around the site to show the direction of travel, as well as adults directing on the route. We ask that you please respect this.

T: 01566 781388

E: hello@warbstow.org.uk

W: www.warbstow.org.uk

Warbstow Primary Academy, Warbstow, Launceston, Cornwall PL15 8UP

A Company Limited by Guarantee. An Exempt Charity

Registered in England & Wales - Company No. 07387540

Registered Office: Aspire Academy Trust, Unit 20, St Austell Business Park, St Austell, Cornwall PL25 4FD



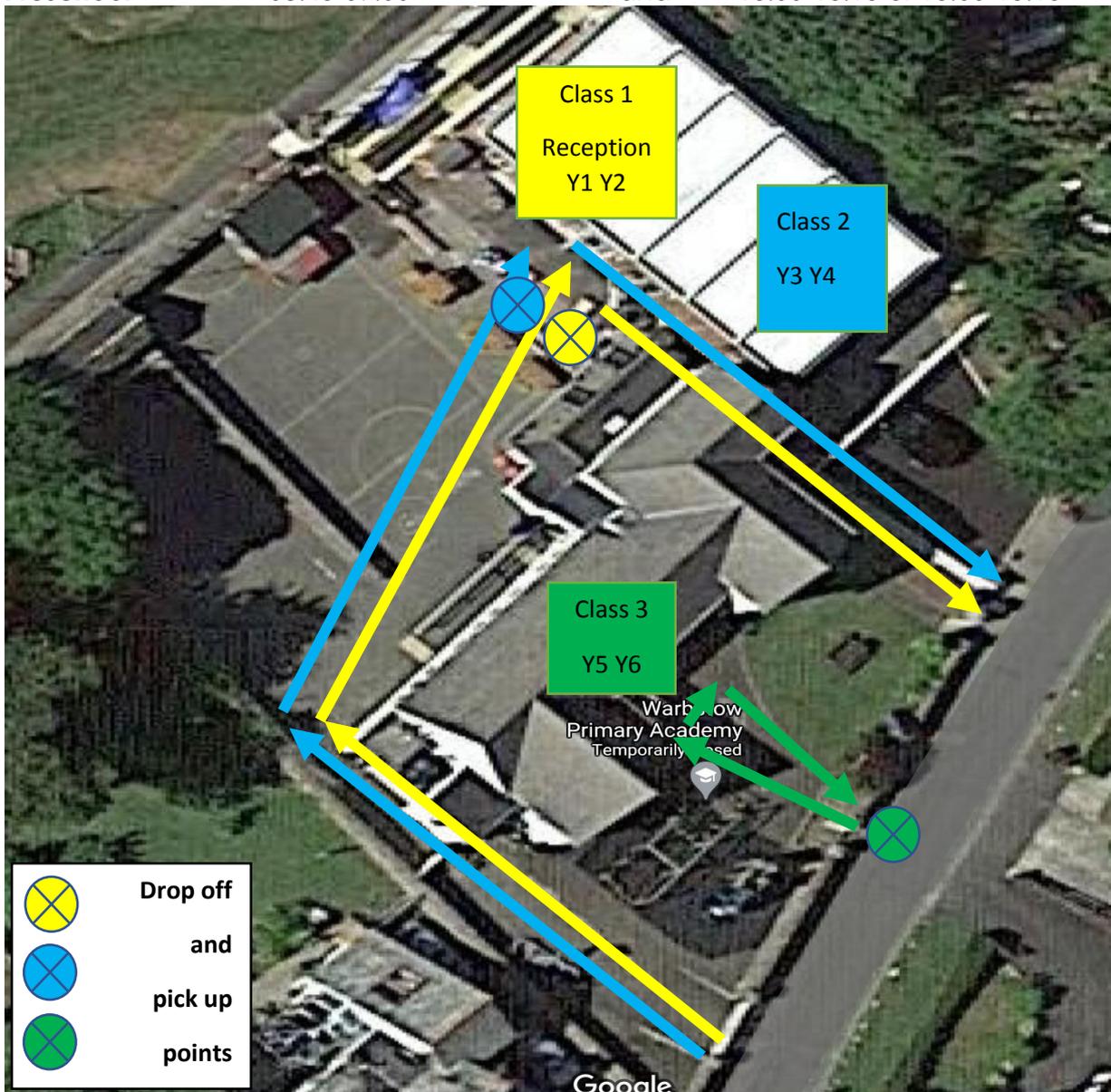


Warbstow Primary Academy

Head of School: Mr S Ellis

We will also be operating staggered drop off and collection times, details of which are as follows:

Class 1	08:45-09:00	and	15:15-15.30
Class 2	09:00-09:15	and	15:30
Class 3	09:00-09:15	and	15:30
Preschool	08:45-09:00	and	13:00-13:15 or 15:00-15:15



T: 01566 781388

E: hello@warbstow.org.uk

W: www.warbstow.org.uk

Warbstow Primary Academy, Warbstow, Launceston, Cornwall PL15 8UP

A Company Limited by Guarantee. An Exempt Charity

Registered in England & Wales - Company No. 07387540

Registered Office: Aspire Academy Trust, Unit 20, St Austell Business Park, St Austell, Cornwall PL25 4FD





Warbstow Primary Academy

Head of School: Mr S Ellis

When you drop your child off, we ask that you remain behind the line outside the drop off and collection point. Your child's group leader will be at the door and will welcome your child into school.

Please do not arrive on site before your allocated drop off or collection slot. We have set a 15-minute window to ensure that there is enough time for drop off and collection of siblings without the need to move into a different time slot.

Gathering on the school site is strictly prohibited as it risks the safety of our school community.

When in school, we will be following the clear government's hygiene guidelines: [COVID-19: cleaning of non-healthcare settings guidance](#)

Symptoms

If your child, or a household member, displays any COVID-19 symptoms, they must not come into school, and will need to self-isolate following the [COVID-19: guidance for households with possible coronavirus infection](#)

If your child displays any COVID-19 symptoms at school, you will be called immediately to collect your child. As per our risk assessments procedures, they will be moved to an isolation area, and be attended by a member of staff.

Staff may wear PPE during this period and at collection.

Office

The school office will be closed for contact in person. If you need to speak to a member of the admin team, this should be done via telephone: 01566 781388 or email using hello@Warbstow.org.uk . All meetings are by appointment only.

Attendance

As per the government guidance, as we and all other schools nationally are fully open in September, please be aware of the reinstated policies and expectations at Warbstow Primary Academy.

- It is the parents' duty to ensure that their child attends school, where the child is a registered pupil at the school, and they are of compulsory school age.
- schools' responsibilities to record attendance and follow up absence.
- the option to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct.

T: 01566 781388

E: hello@warbstow.org.uk

W: www.warbstow.org.uk

Warbstow Primary Academy, Warbstow, Launceston, Cornwall PL15 8UP

A Company Limited by Guarantee. An Exempt Charity

Registered in England & Wales - Company No. 07387540

Registered Office: Aspire Academy Trust, Unit 20, St Austell Business Park, St Austell, Cornwall PL25 4FD





Warbstow Primary Academy

Head of School: Mr S Ellis

Uniform

All children to wear school uniform. Please log onto school website and follow the link to make your purchase.

Clubs

To minimise the risk of infection and increase the time for staff to fulfil their increased duties in school, there will be no after school clubs for the Autumn term. We apologise for the inconvenience that this may cause but we do appreciate your support with this.

There will be a survey conducted in the first week back for the provision of morning Fun Fit club. We will supply further information at the start of term.

If you have any concerns or would like to discuss any of the above, please do feel free to get in touch.

In the light of any new guidance it may be necessary to adjust, or change, any or all of the planning for the above.

Finally, I hope you and your loved ones are well, and I look forward to seeing you very soon.

With best wishes,

Mr Ellis
Head of School

T: 01566 781388

E: hello@warbstow.org.uk

W: www.warbstow.org.uk

Warbstow Primary Academy, Warbstow, Launceston, Cornwall PL15 8UP

A Company Limited by Guarantee. An Exempt Charity

Registered in England & Wales - Company No. 07387540

Registered Office: Aspire Academy Trust, Unit 20, St Austell Business Park, St Austell, Cornwall PL25 4FD

