



# Warbstow Primary Academy

Head of School: Mr S Ellis

June 23<sup>rd</sup> 2020

## **RE: Further opening of school for existing pupils and all Year 6 pupils**

Dear Parent/Carers,

Firstly, I would like to share my thanks to everyone for your continued efforts supporting your children during the past couple of months. It has been a difficult time for everyone, with so much of the unknown to navigate. Following on from government's guidance to re-open the school for key workers, Nursery, Reception, Year 1 and Year 6 on June 1<sup>st</sup>, we've devised a plan to ensure that this is done as safely as possible. Your support to keep our children and staff is crucial.

**This letter outlines the new organisation and Pod structures.**

### **Organisation and classes**

We will have 4 pods from **Monday 13<sup>th</sup> July until the Wednesday 22<sup>nd</sup> July.**

**Pod 1** will be Year 6 pupils only. Pod 1 will be situated in class 3 (Mrs Provis's class in the new build) our largest room.

This Pod will be led by Mr Turnham, with Mr Griffith and Mrs Somers in support.

**Pod 2** will be for Year 1 to Year 5 pupils. Pod 3 will be in class 4 (Mr Turnham's class). This Pod will be led by Mrs Harvey and supported by Mrs Evans.

**Pod 3** will be for Reception children only. Pod 2 will be in class 1 (Mrs Sobey's room in the new build). This Pod will be led by Mrs Sobey and supported by Mrs Serena Reeves.

**Pod 4** will be for pre-School. Pod 4 will be at the hall. This will be led by Ella Reeves and supported by Ami Pascoe.

### **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.

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

T: 01566 781388

E: [hello@warbstow.org.uk](mailto:hello@warbstow.org.uk)

W: [www.warbstow.org.uk](http://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

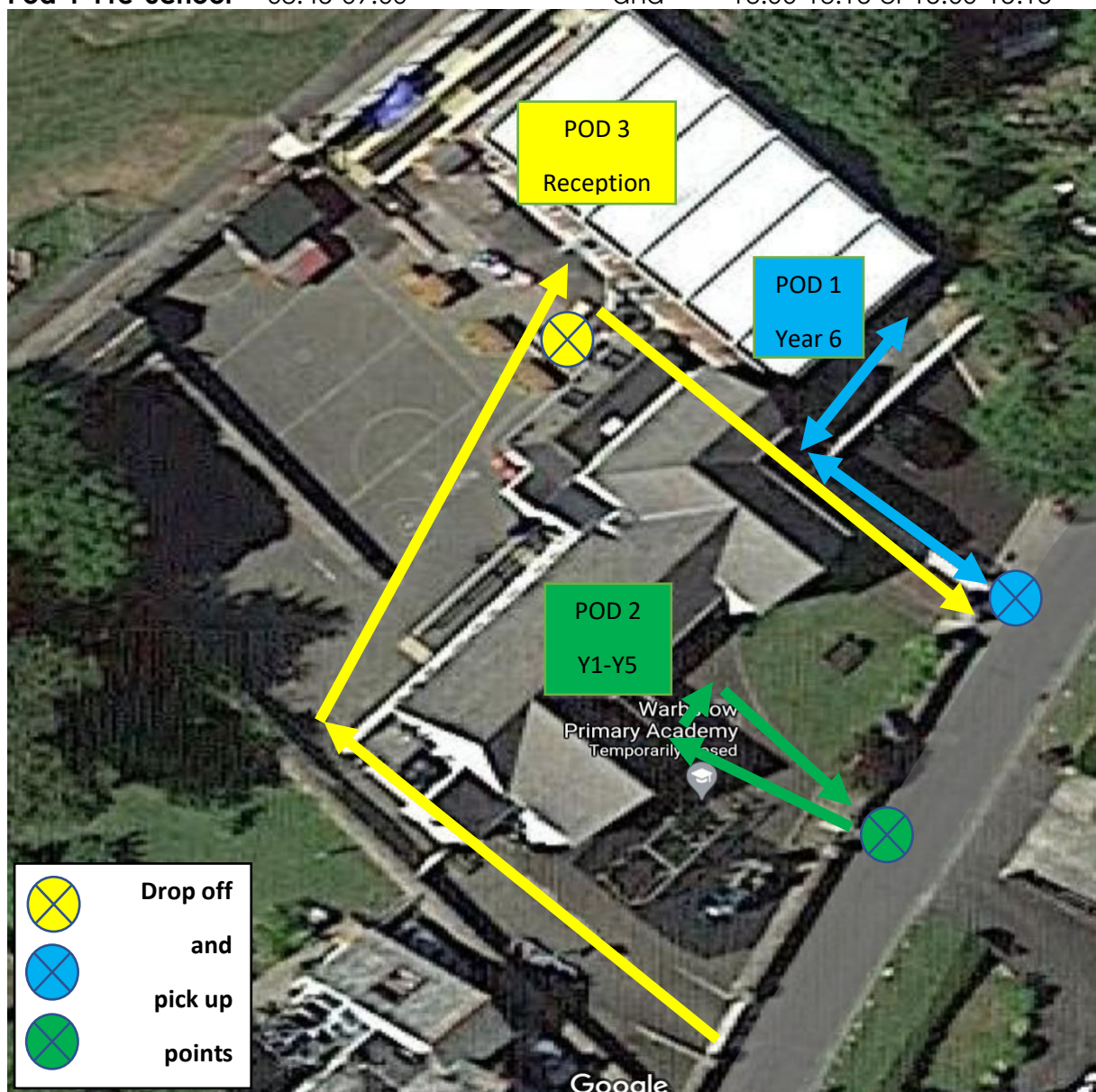




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Pod 1 Y 6	09:00-09:15	and	15:30-
Pod 2 Y1-Y5	08:45-09:00	and	15:00-15:15
Pod 3 Reception	08:45-09:00	and	15:15-15:30
Pod 4 Pre-School	08:45-09:00	and	13:00-13:15 or 15:00-15:15



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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 back into school and will need to self-isolate following the [COVID-19: guidance for households with possible coronavirus infection](#)

## Office

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

## Attendance

Following confirmation of your child's place, we will expect them in school as normal. You should notify us, as per normal procedure, if your child is unable to attend. Parents will not be fined for non-attendance at this time.

## Uniform

We strongly encourage all children to wear school uniform, as this will help them to feel school is open again. It also allows you to separate uniform worn in school from home clothes, helping to minimise any possible spread of infection. I do not expect you to purchase any new uniform.

## Wrap around care

In line with guidance and to minimise the risk of infection, there will be no wrap around care or after school clubs. We apologise for the inconvenience that this may cause but we do appreciate your support with this.

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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 adjust or change any or all of the planning for these Pods!

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

With best wishes,

Mr Ellis

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