

9.9.20

Dear Parents and carers,

It has been an exciting and busy first week back at school, with all pupils settling well into their new classes, especially Reception, who have made the transition into school exceptionally well.

### Communication

It will be a challenge to communicate with parents in the way we would normally at pick up and drop off time and through individual meetings, so I am writing to you with some information that I hope you will find useful and to ask that you read all information that is sent out from school as there may be more communication via email than usual.

If you need to get in touch with the school, please use the Admin email addresses for the site your child attends. The school website is also regularly updated and has all letters that are sent out should you wish to re-read them.

[wpadmin@wellingtonprimary.org.uk](mailto:wpadmin@wellingtonprimary.org.uk)

[wepaadmin@wellingtoneagles.org.uk](mailto:wepaadmin@wellingtoneagles.org.uk)

### Staggered start and end times

Thank you for your patience whilst we get used to the new routines. In order to minimise time that parents are waiting for their children to enter school, particularly those with children in different year groups, teachers will be ready to start lining their class up 10 minutes before the advertised start time. The line will then be escorted into school at the correct start time for their bubble. Once your child is in line and supervised by their teacher, you may leave them in our care.

Please remember to park considerately, not blocking any residents' driveways and not on double yellow lines and to social distance while waiting for your child's teacher to line them up.

### Risk Assessment

Having successfully completed the first few days in school, the Risk Assessment that was written in August has been further updated to reflect the procedures in place and is available for parents to view on the school website. This will remain a 'live' document so that it can be regularly updated should Government guidance change.

### Lunches

All new parents should have received a Scopay login. This is used to book lunches and other services the school offers, such as Welly Extra. If you have not received a Scopay login or are experiencing



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difficulties with logging in, please contact the school office via email for support. In keystage 1, all children have a free school meal but parents should select their child's choice from the menu on Scopay, otherwise it will automatically defer to the main meat option. Keystage 2 children that opt for a school lunch should also choose their option from the menu and, unless eligible for free school meals, ensure they have paid in advance for their child's lunch.'

### Term Dates

Term dates were sent out at the end of last term and are on the school website. We will be sending a calendar out for this term shortly but in the meantime, please ensure you have noted the half term dates:

Last day of term for all pupils is Friday 16<sup>th</sup> October.

Pupils at WPA return to school on Monday 2<sup>nd</sup> November.

Pupils at Eagles, will not return until Wednesday 4<sup>th</sup> November as the 2<sup>nd</sup> and 3<sup>rd</sup> will be used for teachers to move into the new school building and set the classrooms up. Eagle's pupils will then return to the new school.

### Birthday celebrations

I know this message will not be popular with the pupils (or staff!) but we are unable to allow pupils to bring in cakes or sweets to share with their class as a birthday treat due to Covid restrictions on sharing. Thank you for your understanding.

Yours sincerely,

Mrs C. Addis