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Dear Parents / Carers

As we approach the end of this unprecedented term, we would now like to share with you details about our plans for contacting you and your child / children before the end of term. We are also now beginning to shape our plans for September 2020 when all children will return to school and would like to provide you with information regarding the intake process for our new children at the beginning of next term.

On **Tuesday 14th July at 6:00pm**, we would like to provide all parents / carers with an opportunity to meet, via TEAMS, Andy Mitchell (Head teacher), Sian Stevens (Deputy Head and EYFS Phase Leader) and Miss Hancox and Mrs Connelly, the reception class teachers. This meeting will serve as an introduction to the school and also provide you with an opportunity to ask any questions that you may have regarding the information you have received to date.

All new Reception children will then have an opportunity to meet their class teacher via TEAMS (via parent email addresses used for parent TEAMS meeting) on **Wednesday 15th July at a time between 3:45pm and 5:15pm**. Exact timings for these will be communicated as soon as possible.

In order to facilitate these meetings, please ensure that you have downloaded Microsoft TEAMS on to a device prior to the first meeting. We will send TEAMS invitations for you to join these meetings which you will be able to find in your TEAMS calendar then click to join.

As we continue to work on our September plan for the school's wider reopening, we are able to provide an initial provisional overview for the new reception induction process at the start of the Autumn term.

During **week 1 (w/b 01/09/20)** we will invite all children into school, accompanied by parents / carers, to attend one settling in session (between Wednesday 2nd and Friday 4th as Tuesday 1st September is a teacher training day and school is closed to all pupils). Reception teachers will also hold individual phone conversations with all parents during this week which will replace home visits.

Week 2 (w/b 07/09/20) will provide an opportunity for all children to attend school independently on a part-time basis. Children will attend in smaller groups and experience typical sessions across different parts of the week. This will also include staying in school for their first lunchtime session on Friday 11th September. All children will then attend school, full time, from the beginning of **week 3 (w/b 14/09/20)**.

We will send you the details of your child's / children's sessions in school plus your allocated time slot for your phone call before the end of this term (17/07/20).

We have also been asked by our uniform supplier (yourschooluniform.com) to urge you to order your child's / children's school uniform before the end of July due to supply issues caused by COVID19 (please see the school website for further details at woodloes.com> School Info> New Reception Parents 2020).

We are looking forward to meeting you on TEAMS next Tuesday. If you have any questions please do not hesitate to contact the school office.

The Early Years Team

