

# Pensilva Primary School

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Headteacher: Mrs Teresa Clinick



5<sup>th</sup> January 2021

Dear Parents/Carers

Thank you for your ongoing support in these strange times. We are aware that there has been a problem logging into pupil's email accounts and have sent a text message explaining that it is office.com and how to do this. We are planning to use Teams for home learning provision, but this week we will put information for learning on the school website and will include opportunity for us to all practice using Teams. Teams is accessed through office.com and your child's email address and password, which has been sent home. Class teachers are posting more information regarding learning provision under the "Home Learning" tab on the school website. This will be ready from Wednesday 6<sup>th</sup> January 2021.

## **Vulnerable pupils and children of key and critical workers**

If your child falls into one of the above categories and you need them to attend school, please can you let us know by 2pm today if possible if they need to attend this week. Please could you let us know by 12pm on each Friday for the following week. Only book your child into school as a last resort/ your child is unable to be looked after at home. Drop off for pupils will be between 8.45am and 8.55am as per the arrangements and access points for last term. Please ensure prompt arrival. **Collection** of children will be at 3.05pm from the same location as drop off. If you only wish your child to attend in the mornings, the collection time will be 12pm but this will need to be prearranged.

Take care, stay safe and we hope that things will back to some kind of normality soon.

Best wishes,

Teresa Clinick

