

ELLWOOD COMMUNITY PRIMARY SCHOOL

Bromley Road
Ellwood
Coleford
Glos
GL16 7LY

Tel No. 01594 833232
Fax No. 01594 833232
Email: admin@ellwood.gloucs.sch.uk
Website: www.ellwoodschool.co.uk

Headteacher: Mrs D Milford



“Believe, Achieve, Belong”

16th April 2020

Dear Parents/Carers

We are so pleased that your child has been allocated a place at Ellwood Community Primary School. Thank you for choosing your child's educational journey here with us at Ellwood. We are looking forward to welcoming you and your child into our vibrant school!

Our school vision is 'Believe, Achieve, Belong' and this sentiment underpins everything we do here at Ellwood Community Primary School.

Due to the current situation regarding the Coronavirus and partial closure of schools and educational settings, we are currently unable to organise our usual transition arrangements. Miss Peart (EYFS Class Teacher) would usually arrange to meet your child in their educational setting and invite your child into school to spend time in the classroom alongside their peers. We would also usually host a 'New Intake Meeting' for parents/carers in the Summer term to discuss key information regarding starting school. However due to unprecedented times we are not currently able to make these arrangements.

Once we have been made aware of the next stage of the Government's plan, we will contact you again and hopefully we will be in a better position to arrange a meeting and transition sessions for your child. Miss Peart will also be able to link up with the educational setting that your child attends to ensure a smooth transition into school.

If we are unable to have direct contact with you and your child before the end of the Summer term, we will find another method of communication to ensure a settled transition into school.

To ensure we are able to make transition arrangements effectively it would be useful if you could email admin@ellwood.gloucs.sch.uk with the following information:

- **Current email address for both parents who have parental responsibility.**
- **Full names of the parent/carers.**
- **Full name of your child (including their preferred name if it is different).**
- **Contact telephone number.**
- **Name of the educational setting your child attends.**

Our main aim at the moment is to ensure that children, parents, staff and the wider community are safe and well. Please be assured that we will contact you as soon as we are able to and will ensure your child has a settled transition into our school.

Once again thank you for choosing Ellwood Community Primary School.

Yours Sincerely

Mrs D. Milford (Headteacher)