



May 2021

Dear Parents/Guardians,

We are looking forward to welcoming your child to Penpol when they start school with us in September.

We would like to let you know that your child will be in Class 1 with Miss Amanda Aspden.

On Tuesday 6th July, we would like to invite parents and children to come into school for a transition visit. This will take place outdoors in our wildlife garden and will be a great opportunity for your child to meet with some of their classmates and the Class 1 team. We will arrange the half hour visits in small groups and we will be in contact with you nearer the day to let you know the timings.



At the start of term, it will take the children a little while to settle into school and get used to our routines, especially after the long summer holiday. Therefore, to help the children make the adjustment of staying at school all day, we operate a settling in period which will be as follows;

- On Monday 6th September, the school will be closed to pupils for an Inset Day.
- Then for the next three days on Tuesday 7th, Wednesday 8th and Thursday 9th September, the children will come to school in the morning, but then go home before lunch at 11.30am.
- We will then have two more settling in days on Friday 10th and Monday 13th September. On these days, children will stay for lunch and playtime and then go home at 1pm.
- From Tuesday 14th September, the children will then be at school full-time, depending on their individual needs. Our normal school day starts at 8.55am and finishes at 3.10pm.

Please find enclosed some important paperwork for you to complete, in preparation for when your child starts school with us. Please can all completed paperwork be returned to the school office no later than Friday 18th June. In order for us to verify parental responsibility, we need to have sight of your child's birth certificate. You may either bring in the original or provide us with a copy.



Our school meals are provided by the catering company Aspens. All school meals are freshly prepared and cooked on our premises every day. Currently all Infant children are entitled to a free school meal which can be a choice of the hot meal of the day (or vegetarian option), a jacket potato or sandwiches. If they would prefer, children may bring a packed lunch from home. If your child will be having a school dinner and has any special dietary requirements such as lactose or gluten free, it is very important to complete the enclosed Aspens special diet/allergy form. Aspens will then arrange a suitable menu for your child.

During the first week of term in September, we will send home your child's log in details for the Aspens Select school meal website to enable you to pre-order your child's lunch.

School uniform is available through Exhibit 1 who are based at Unit 12, Marsh Lane Industrial Estate, Hayle, TR27 5JR. Their contact telephone number is 01736 759995 and the email address is sales@exhibit1clothing.com. Items of school uniform can be viewed on their website at <https://www.exhibit1clothing.com/>. We do keep some items of donated, good quality, pre-loved uniform at the office which we are able to pass on to any families who may find this useful.

In September, Cornwall Council normally issues the school with 30 parking permits for the Foundry carpark. These permits enable parents to park free of charge at dropping off & collecting times. We follow the Council's criteria when issuing these permits to parents, so if you would like to apply for one, please let us know your car registration number on the enclosed paperwork checklist form.

We are here to help you and your child in any way that we can and we would love to hear from you if you have any questions or need any support at all. Key contacts are listed below:

School Office	secretary@penpol.cornwall.sch.uk 01736 753472
Chris Chislett (Headteacher)	head@penpol.cornwall.sch.uk
Bec Thomas (Special Educational Needs Coordinator)	rthomas@penpol.cornwall.sch.uk
Tiffany Pope (Deputy Headteacher)	tpope@penpol.cornwall.sch.uk
Amanda Aspden (Early Years Coordinator and Class 1 Teacher)	aaspden@penpol.cornwall.sch.uk
Elizabeth Nidds (Class 2 Teacher)	lnidds@penpol.cornwall.sch.uk

Yours sincerely,

Chris Chislett
Headteacher

Headteacher: Mr C Coyle-Chislett Phone: 01736 753472 Email: secretary@penpol.cornwall.sch.uk Online: penpolschool.co.uk

