

*Ysgol Plas Coch  
Ffordd Stansty  
Wrecsam  
LL11 2BU  
Ffôn: 01978 311198  
Ffacs: 01978 311198*



*Ysgol Plas Coch  
Stansty Road  
Wrexham  
LL11 2BU  
Tel: 01978 311198  
Fax: 01978 311198*

## **YSGOL PLAS COCH**

**Mr Osian Jones BA**  
**Pennaeth Head Teacher**

*E-bost/E-mail: [mailbox@plascochpri.wrexham.sch.uk](mailto:mailbox@plascochpri.wrexham.sch.uk)*

*September 12<sup>th</sup> 2019*

**Dear parents and carers,**

As it's the beginning of a new school year, this is just a reminder of the arrangements for dropping children off at the school in the mornings, especially with children having moved into different classrooms and from the Foundation Phase into the Juniors.

**Clywedog, Bers, Erddig, Clwyd and Dyfrdwy classes** - take the children to the classroom doors along the path through the Nursery yard (by the wooden play equipment) and on to the Infants Yard.

**Gwenfro class** – take the children to the class door, but by following the path around the other side of the school, around the new extension and along the Juniors' yard. The staff on the gate on the corner of Year 5/6 will let you through so you can get to the class. If your child has a younger sibling, they can go in through the sibling's class to save having to then walk around to the other side of the school. This is different for Gwenfro class as we need to keep the gate between the two yards closed.

**Juniors (Yrs 3,4,5 a 6)** – drop the children off by the gate at the corner of the extension, by Yr 5/6 to the care of the staff on duty. Parents won't need to go further than this dropping off point, the children should be able to take their own coats and bags to the cloakrooms. If you have a message for your child's teacher, you can give it to the staff by the gate and they will pass it on. If you would like to see the teacher, please come round to the office by the main entrance.

**Below are a few points to go with the above:**

- It's only the parents of **Gwenfro class** that need to go further than the dropping off point by the corner of the extension. Year 3 – 6 parents are to pass the children to the care of the staff there.
- If the children don't attend the breakfast club, they shouldn't be left alone at the school until the gates open at 8:50am for obvious safety reasons.
- Similarly, parents should stay with the breakfast club children until the club opens at 8:05am as we have had instances of very young children being left on their own at the school before 8:05am.
- When bringing children to the breakfast club, parents don't need to go with them past the desk where the register is taken – staff will ensure that the younger children are helped, if needed, to get their breakfast from the kitchen area. The children must have something for breakfast in the club, otherwise, they won't be able to attend.

With thanks for your co-operation,

Osian Jones