



# Warren Wood Primary Academy And The Evergreen Centre (an Inclusive Provision for Language Needs)



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29<sup>th</sup> February 2024

Dear Parents and Carers

## New Email Addresses

To allow parents and carers to communicate with the different departments that we have in school, we have various email addresses in place to allow you to communicate with staff effectively.

Listed below are our new email addresses that we now have in place at Warren Wood. **Please can we ask that you update your records as all of our email addresses have now changed.**

Nursery	Snowdrop	<a href="mailto:snowdrop@warrenwoodprimary.co.uk">snowdrop@warrenwoodprimary.co.uk</a>
Reception	Daffodil	<a href="mailto:daffodil@warrenwoodprimary.co.uk">daffodil@warrenwoodprimary.co.uk</a>
	Tulip	<a href="mailto:tulip@warrenwoodprimary.co.uk">tulip@warrenwoodprimary.co.uk</a>
Year 1	Bumblebee	<a href="mailto:bumblebee@warrenwoodprimary.co.uk">bumblebee@warrenwoodprimary.co.uk</a>
	Ladybird	<a href="mailto:ladybird@warrenwoodprimary.co.uk">ladybird@warrenwoodprimary.co.uk</a>
Year 2	Butterfly	<a href="mailto:butterfly@warrenwoodprimary.co.uk">butterfly@warrenwoodprimary.co.uk</a>
	Grasshopper	<a href="mailto:grasshopper@warrenwoodprimary.co.uk">grasshopper@warrenwoodprimary.co.uk</a>
Year 3	Hedgehog	<a href="mailto:hedgehog@warrenwoodprimary.co.uk">hedgehog@warrenwoodprimary.co.uk</a>
	Squirrel	<a href="mailto:squirrel@warrenwoodprimary.co.uk">squirrel@warrenwoodprimary.co.uk</a>
Year 4	Badger	<a href="mailto:badger@warrenwoodprimary.co.uk">badger@warrenwoodprimary.co.uk</a>
	Fox	<a href="mailto:fox@warrenwoodprimary.co.uk">fox@warrenwoodprimary.co.uk</a>



Year 5	Robin Woodpecker	robin@warrenwoodprimary.co.uk woodpecker@warrenwoodprimary.co.uk
Year 6	Nightingale Owl	nightingale@warrenwoodprimary.co.uk owl@warrenwoodprimary.co.uk
Evergreen Centre	Holly Laurel Cedar Pine	holly@warrenwoodprimary.co.uk laurel@warrenwoodprimary.co.uk cedar@warrenwoodprimary.co.uk pine@warrenwoodprimary.co.uk
Evergreen Centre Lead	evergreencentre@warrenwoodprimary.co.uk	
Attendance	attendance@warrenwoodprimary.co.uk	
SEN Team	sen@warrenwoodprimary.co.uk	
Pastoral Team 'The Nest'	thenest@warrenwoodprimary.co.uk	
School Office	schooloffice@warrenwoodprimary.co.uk	
Admissions	admissions@warrenwoodprimary.co.uk	

As you can appreciate, the start and end of the school day are very busy times for all school staff. Please can you therefore use the class email address if you need to speak with your child's class teacher, pass messages on or inform them that your child is being collected by somebody different. All email accounts are checked regularly through the day and a member of staff will respond back to you if your email needs a response. Staff on the playground may not be able to take verbal messages to pass on, they may ask you to send an email instead.

We have put these procedures in place to allow parents and carers to be able to communicate with school staff easily and efficiently.

Yours sincerely



Mrs Woodroof  
Headteacher

