



Drake Primary School

1, Johnston Terrace Ope
Keyham
Plymouth
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Tel: 01752 567649

Executive Headteacher: Miss J Stephens NPQH BEd
PGCE Assistant Headteacher: Miss J Plummer PGCE

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www.drakeprimaryschool.co.uk

20th May 2026

Dear Parents and Carers,

On behalf of everyone at Drake Academy, we would like to warmly welcome you and your child to our school community. We are delighted that your family will be joining us and we look forward to working together to ensure your child has a happy, successful, and enjoyable experience at school.

To help support a smooth start, please find below some important information regarding school procedures and expectations.

School Uniform and Dress Code

We ask that all children attend school in the correct school uniform each day. This helps promote pride in our school and creates a positive learning environment for all pupils.

Please ensure that all clothing and belongings are clearly labelled with your child's name.

P.E. days will be confirmed separately to this letter.

Wraparound Care

We offer wraparound care to support families with childcare needs.

Breakfast Club runs from 7:30 am
After School Club runs until 5:30 pm

For the first week or two of term our management information system Arbor will not be available to you. We use this system to keep in contact with yourselves and for you to book wraparound care along with school dinners and any educational visits. During this time, if you require wraparound care bookings, please contact the school office via: reception@drakeacademy.org

Once Arbor is fully operational, parents will be able to make bookings and payments directly through the App.

Attendance

Excellent attendance is extremely important and helps children achieve their full potential. If your child is absent from school please contact the school office by telephone before 9:00 am on each day of absence.

If you are aware of a planned absence, you must collect a leave of absence form from the school office.

Once completed, the absence will be reviewed and recorded as either authorised or unauthorised in line with current attendance guidance and legal requirements. Completing this form also ensures we are aware of the absence and prevents unnecessary safeguarding calls home.

Medical Appointments

Wherever possible, we kindly ask that medical appointments are arranged outside of school hours.

However, if an appointment must take place during the school day, parents and carers are required to send a photo, screenshot of the appointment letter or confirmation to:

reception@drakeacademy.org

Please send this at your earliest convenience so the absence can be authorised ahead of the appointment.

School Times

School gates open from 8:30 am.

Gates will close promptly at 8:40 am. After this time, children must enter school via the main reception.

Children arriving after 8:45 am will be marked as late, with children arriving after 9:15 am will be marked as unauthorised.

Parent Support Advisor

Our Parent Support Advisor, Mrs Bywater, is available to offer support and guidance to families.

Mrs Bywater can be contacted directly Monday to Wednesday. For the remainder of the week, please contact the school office and we will ensure your details are passed on appropriately.

Arbor App

Arbor is our main communication and payment platform and is used for:

- School meals
- Wraparound care bookings
- Trip bookings
- Payments
- School communications

Further information regarding Arbor access will be provided once your child is fully enrolled in the next academic year.

Tapestry

We also use Tapestry in E.Y.F.S. as a communication platform between teachers and parents/carers. Tapestry allows you to see and celebrate your child's learning and achievements throughout the school year.

If you have any questions or require any further information, please do not hesitate to contact the school office.

We look forward to welcoming your family to Drake Academy and working together throughout your child's educational journey.

Kind regards,

A handwritten signature in grey ink that reads "J. Stephens". The signature is written in a cursive style with a large 'J' and a stylized 'S'.

Miss J. Stephens
Executive Headteacher