



West Chester Area School District
Penn Wood Elementary School
 Dr. Michael Garvin, Principal

October 9, 2020

Dear Parents/Guardians of Penn Wood Elementary,

I am writing to provide important information regarding schedule changes that will take place over the next three weeks as we prepare to shift to a hybrid model of instruction.

To adhere to 6 feet social distancing guidelines, students will be split into two groups – Group A and Group B. Students whose last names begin with A-K are assigned to Group A. Students whose last names begin with L-Z are assigned to Group B.

During the week of October 19, teachers will be focusing on the students who are in-person to review safety protocols and procedures and help them readjust to the classroom setting. Students who are at home during this week will complete asynchronous assignments posted in Schoology or Seesaw. Please note that beginning on October 19 our school day will begin at 9:10am, and end at 3:10pm.

Transportation will be available and preliminary bus schedules will be posted in the Parent Portal today, Friday, October 9. Final schedules will be posted on October 15. Transportation FAQs [can be reviewed by clicking here](#).

Schedule for week of 10/12

Monday, October 12	No school for students K-12; In-service day for all teachers
Tuesday, October 13	Half-Remote Day for K-5 Students (9:00-11:00 a.m.) Teacher In-service Training (12:30-3:30 p.m.); No school for students in the PM
Wednesday, October 14	Half-Remote Day for K-5 Students (9:00-11:00 a.m.) Teacher In-service Training (12:30-3:30 p.m.); No school for students in the PM
Thursday, October 15	Half-Remote Day for K-5 Students (9:00-11:00 a.m.) Teacher In-service Training (12:30-3:30 p.m.); No school for students in the PM
Friday, October 16	Half-Remote Day for K-5 Students (9:00-11:00 a.m.) Teacher In-service Training (12:30-3:30 p.m.); No school for students in the PM

Schedule for week of 10/19

Monday, October 19 K-5 Hybrid Begins to transition	Group A (A-K) In-person/Group B (L-Z) Remote
Tuesday, October 20	Group A (A-K) In-person/Group B (L-Z) Remote
Wednesday, October 21	Group A & Group B are REMOTE
Thursday, October 22	Group B (L-Z) In-person/Group A (A-K) Remote
Friday, October 23	Group B (L-Z) In-person/Group A (A-K) Remote

Schedule for week of 10/26

Monday, October 26 K-5 Full Hybrid Begins	Group A (A-K) In-person/Group B (L-Z) Remote
Tuesday, October 27	Group A (A-K) In-person/Group B (L-Z) Remote
Wednesday, October 28	Group A & Group B are REMOTE
Thursday, October 29	Group B (L-Z) In-person/Group A (A-K) Remote
Friday, October 30	Group B (L-Z) In-person/Group A (A-K) Remote

For more information about our hybrid schedule, please visit the [FAQ's](#) on our website. This has been a very challenging time for students, parents, and staff. Thanks for your patience as we navigate this pandemic together. Please contact me if you have questions.

Sincerely,
 Dr. Michael Garvin, Principal