Dear parents and carers,

## Update to Key Worker parents Friday 20th March 2020

Following receipt of your Key Worker form, I am writing to confirm that we are able to offer your child the following:

From Monday 23<sup>rd</sup> March, the school will be open to Key Worker families from 8.45am to 3.30pm. However, if your shifts mean that you may need wrap-around childcare before or after this time, please can you email us, as a matter of urgency, and we will look to see if we can offer this provision, going forward.

Please note that children will not be required to wear school uniform, but will need to bring in their Home Learning Pack and their PE kit, each day.

Please ensure that you are happy that you have provided three emergency contact numbers, none of whom fall into a category which means that we should not contact them in the current climate (i.e. those self-isolating, due to age or medical conditions).

Please only bring your child to school on the days that you are working, to help keep the numbers low. The Government has asked that we only offer this provision when it is absolutely necessary.

We want to keep this vital provision open, and keep everyone well - if children or members of your household are ill, please keep them at home and advise us, by telephone, as you would usually.

Please note that the only entrance to school for pupils will be via the front Office. This is to maintain hygiene and security.

When you arrive, you will be greeted at the front of the school. Please indicate if your child would like a school dinner or packed lunch.

We will share details of how each day is likely to look, once we have created a timetable.

Yours sincerely,

Mrs Jane Sendall Headteacher