

20<sup>th</sup> March 2020

Dear Parents/Carers

What an incredible week this has been in more ways than one! This letter is intended for parents of children who are attending school next week and phoned the school to let us know yesterday or today. Please note, this will take the form of childcare rather than a structured school day therefore your child can come to school wearing comfortable everyday clothes rather than school uniform.

We have set a booking system up on School Gateway so you can book your child on for the days you require.

**We would also like to remind parents that if one parent is at home, then children should stay at home.**

By booking onto the system we are clear from a staffing perspective who to expect in school. If you do book your child on and then they cannot attend for any reason, we would be grateful if you would phone as you would normally. The arrangements will be as follows:

- The school day will start as normal at 8.50am and finish at 3.15pm (this includes nursery children)
- Children will enter via reception, where a member of staff will meet them.
- Please send your child in with a packed lunch
- Your child will require a coat and a PE kit.

If you require Breakfast Club, which will be open from 8am, then you need to book your session through School Gateway.

If you require After School Club, which will be open until 5pm, then you need to book your session through School Gateway. Please note a light snack only will be provided.

I am sure you can appreciate that we were given a very short amount of time to organise this and I have been so proud of the staff pulling together to ensure that your children are provided for next week. Remember that they all have families and children at home too and loved ones who they are worried about. We are not anticipating any glitches with these arrangements, but if there are, please be patient and we will do our very best to put them right.

We are going to review these arrangements on Tuesday afternoon and communicate any changes should they be needed as soon as possible.

None of us has ever experienced anything like this. I sincerely hope that everyone does their best to follow the government advice, stay home, keep yourself and your loved ones protected and most of all, look out for each other.

Best wishes,

Claire Britnell  
Headteacher

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