



Update: 21st March 2020

Dear Parents

Thank you for your prompt communication regarding your child attending school from Monday 23 March.

Please find some information you will need below:

- Only the Queensway and Priestwood Avenue gates will be open for parents and their children from 8.30am until 8.50am each day. If you arrive after this time, you will need to come through the school office, where your child will be registered by a member of the admin team.
- Not all of the regular doors will be open to the school building and so, if your child is in Nursery, Reception, Years 1 or 2, they should enter the school building through the Year 2 doors. If your child is in Years 3 to 6, they should enter the school building through the Year 5 and 6 doors.
- A member of the staff team will be at each door to greet and register your child and take any messages for the day.
- From Monday 23 March, please ensure that you are ready to tell the staff member on the door which days of the week you will require your child to be in school.

For key workers, children must only be in school on the days that you are working and require childcare.

- As communicated previously, children will be supervised to complete the work that has been set daily by their classteachers, alongside some of the supplementary activities that have been suggested by the team. This will usually be completed in the morning.
- School lunches are available to order, as usual, on the Feeding Hungry Minds website and this should be completed before coming into school each day. Children who are entitled to Free School Meals will receive their lunches as they normally would. Children can bring a packed lunch if they wish.
- The afternoon sessions for children will often include physical activities, so they must come to school dressed appropriately for this. School uniform is not required to be worn.
- The end of the school day is 3.15pm and we would ask you to come to the door that you dropped your child off to collect them at this time. The school gates will be open from 3.05pm and will close by no later than 3.30pm.
- Should you wish to collect your child earlier than 3.15pm, you must come to the front office where a member of the admin team will arrange for your child to be brought to you.
- Please note that there is no after school club provision but we are working on what the childcare provision will be for the Easter holidays at the present time. Further information will be made available to you as soon as we can share it.

- The usual school phone number 01344 421046 will be in use during the school day. If there are any changes to your usual contact list for your children, please let us know when your child attends school.

There will be things that we change as we learn more about this very different way of working with you and your children but I will be certain to keep you up to date with any further developments, as time moves on.

Thank you for the information I have already received regarding your key worker status from employers. Please remember that this must be made available to the school by the end of the school day on Monday.

If you do have questions, please do ask one of the team on the door on Monday morning. I am afraid that I am unable to answer individual questions at this time and will be taking a much-needed break from my email inbox for as much of the rest of this weekend as possible!

With best wishes

Catherine Forrester
Headteacher