

Monday 23 March 2020

Dear Parent/Carer

In light of recent developments and government guidance, it is clear that both educational provision and life in general is going to be very different in the immediate future. As you are aware, we all have an important role in delaying the spread of Covid-19 by avoiding all unnecessary contact and travel.

Across the Trust each school has been looking at the results from the surveys sent out on Thursday/Friday to identify critical workers and vulnerable children and making plans to ensure they are well looked after whilst protecting our staff wherever possible.

If you are a critical worker and have responded to the survey to indicate you need your child to attend school, please read this letter carefully as it contains further important details.

Schools have been asked to remain open in order to provide supervision for the children of those people crucial to maintaining key services. School staff will be putting themselves and their families at greater risk in order to do this and therefore we need to ensure that we **minimise the risk as much as possible**. This means we will only be accommodating the children that we believe are entitled to attend.

If you have indicated that you will be sending your child in, can I ask you to read through the checklist below:

**You should not be sending your child to school if:**

- there is another adult at home, **even if they are working from home**
- you are a key worker but not working that day
- there is someone who is in the vulnerable category at home
- there is anyone in the household that has shown symptoms of the virus in the last 14 days
- you think it will be better for them to be in school (educationally / emotionally) **but actually they could be at home**

We need to use the limited resources we have only for those who critically need it. We will have few staff available and we need to rotate them in order to protect them and to maintain the support we are being asked to provide.

We will manage children in school as best as we can but we must make you aware that they will not be taught, as lessons are suspended at this time and many staff are not available. Children will have computer access and/or they will be directed to complete the same work set for all children at this time. They will not be covering anything different to those children at home.

Arrangements moving forward;

- Children can arrive at 7.30 if they require breakfast club provision. Please only sign up to this if required as staffing is reduced.
- The rest of the children will enter at 8.30am at the earliest and taken to the hall. We will register from 8.45 and children will be taken to classrooms being used.
- Whilst on their way to school and when waiting to be let in, they must maintain the recommended two metres social distance from others. We know this is hard but is for their protection.
- They will be asked to wash their hands upon arrival at school.
- Children will be asked to sit the safe distance from other children (although you can imagine with younger children this can be very tricky!)
- Pupils can come to school in their clothes. When they arrive home, please ensure their clothes are washed and they come in a completely clean set the next day.
- Again, if you require the services of the after school club, this is also running on a reduced staffing capacity. Please only sign up if you require this service. You will need to ring the doorbell and wait for your child to be brought out to you, observing the 2m distance.

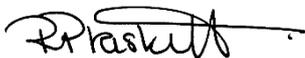
It is important to understand that our school is operating in a very limited way at this time and only to support critical workers and vulnerable children who would be unable to cope without us. We are asking staff to put themselves and their own families at greater risk and student to staff ratios will need to be considered daily. We know that children will be worried and anxious at this time and we will do our best to ease this and keep them calm and happy. Please understand, however, that we will not be equipped to manage inappropriate behaviour at this time and any child who breaches rules or safety guidance, putting others at risk, may have to be sent home.

If at any point it does not look as if we are able to stay open safely, e.g. we do not have enough staff, or do not have enough first aiders, we will liaise with our Trust and then the Local Authority to try to organise alternative provision. We will do everything we can to keep the school open in order to offer this supervisory service to those who most need it but, of course, we cannot guarantee that we can provide this indefinitely. The uncertainty of the speed and spread of Covid-19 means we have no way of knowing who will become unwell, how seriously or for how long. **Please be aware that if staff or students become unwell on site with a new, continuous cough or a high temperature they will need to be sent home.**

We will strive to update you regularly with all relevant information. Please also keep up to date via the Hamsey Green website or the Hamsey school twitter.

Thank you for your ongoing support in these difficult times.

Yours sincerely



Rebecca Plaskitt  
CEO