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Dear Parents/Carers

I hope you are all keeping well. As promised I write with further information about the proposed wider opening of school from 1st June. I apologise that this is a very long document, however, there has been a lot of Government documentation released and as I said in my previous letter, I want to be open and honest about how we are able to apply this at Rowley Lane. I know there will be many concerns and questions over the planned re-opening to more pupils and I hope that the detailed information in here will help. I also understand there will be concerns from families where children are not eligible to return as yet so there is information about how we will continue to support their learning.

Within the document there is information about how we will follow the guidelines for reopening and also at the end of the letter information for those who are not eligible to return or choose not to return after considering the information.

As instructed, we are planning for the re-opening for children in Nursery, Reception, Year 1 and Year 6 and to continue our provision for vulnerable children and children of Key Workers. Despite planning in detail for this, the final decision rests with the Government as they have said it will only happen – ‘if and when it is safe to do so’.

A risk assessment has been drawn up in conjunction with all of the Government Guidance on the opening of schools which have been released throughout last week. We have put together a summary to give you information to consider moving forward.

If all children who are eligible to attend at Rowley Lane took up their place there would be 270 children attending school from June 1st which is 58% of our normal numbers.

As there is a lot of information contained within the document there are links to each section here:

1. [Information about pupils eligible to return to school on June 1st and key worker & vulnerable children](#)
2. [Information for children who are not eligible to attend school or where parents choose not to send them](#)
3. [Information about REACH](#)
4. [Additional Information for Key Worker children who have been attending school regularly so far](#)
5. [Information for Key Worker children who have not attended school since before Easter](#)
6. [Information for Key Workers who have not registered with school as a Key Worker](#)
7. [What if I can't find the answer to a question I have in this information?](#)



1. Information for pupils eligible to return to school on 1st June and for Key Worker children who continue to attend school

Please read the information carefully and decide whether to send your child at this stage. There will be no pressure from us and although the Government are strongly encouraging the return of pupils, they have stated that there will be no fines for non-attendance under these measures. You need to understand that school will be far from a return to 'normal'.

These are the key points to consider:

The government document states:

Unlike older children and adults, early years and primary age children cannot be expected to remain 2m apart from each other and staff. In deciding to bring more children back to early years and schools we (Gov) are taking this into account. Schools should therefore work through the hierarchy of measures set out in the guidance including:

- *Avoid contact with anyone with symptoms*
- *Frequent hand washing and good hygiene practices*
- *Regular cleaning of settings*
- *Minimising contact and mixing*

It suggests that social distancing in school looks very different to advice in public but whilst following the measures listed above this reduces the risk.

The table below gives details on the following questions:

[How will children be grouped?](#)

[Will children mix with other children?](#)

[Who will teach the children?](#)

[Where will children be taught?](#)

[What will it be like in the classroom?](#)

[What time will school start and finish?](#)

[Why will school close early on a Friday?](#)

[How will children access school?](#)

[What will children be learning?](#)

[How will children be helped to maintain social distancing outside of the classroom?](#)

[What will break times be like?](#)

[What will they need to bring with them?](#)

[Will they share equipment?](#)

[How will children and staff be encouraged to follow hygiene practices?](#)

[Who will be allowed in the building?](#)

[What happens if children or household members are Extremely Clinically Vulnerable?](#)

[What happens if children or household members are Clinically Vulnerable?](#)

[What happens if anyone shows symptoms of Coronavirus?](#)

[What happens if a child or member of staff tests positive for coronavirus?](#)

[What are the requirements for PPE?](#)

[Will staff administer medication and first aid?](#)

[How do I let you know if I want my child to return or not?](#)



Question	What will happen at Rowley Lane?	Reasoning taken directly from Government Guidance
How will children be grouped?	<p>All children will be assigned new temporary class groups of no more than 15 children. For N, R, Y1 & Y6 these are likely to be single year group groups. In some year groups, we have more than 60 children so if everyone was to return, we would need to look at mixed year group groups. For critical worker and vulnerable children in Y2, Y3, Y4 & Y5 these are likely to be mixed year group classes.</p> <p>Although in recent weeks we have tried to keep groups below 15 and found that capping them at 10 is a better model, we do not have enough staff or rooms to be able to provide groups of 10 for children eligible to return should everybody decide to do so. Where less children attend, we will endeavour to keep the groups as small as possible with the staff that we have.</p> <p>Return to question list</p>	<ul style="list-style-type: none"> • <i>For Primary schools, classes should normally be split in half with no more than 15 pupils per small group</i>
Will children mix with other children?	<p>The children will remain in this new class group until further notice. They will not be allowed to mix with any other children from other groups at any time during the day. This includes break times, lunch time, lessons times etc.</p> <p>Return to question list</p>	<ul style="list-style-type: none"> • <i>Only mix in a small consistent group and that group stays away from other people and groups at all times.</i>
Who will teach the children?	<p>Each class will have a teacher assigned to it but it might not be their usual class teacher. Some classes will have teaching assistants assigned to them but some will not as we do not have enough staff to allocate support to every group. (We will be running more 'classes' under this model than we would do under normal circumstances).</p> <p>Exceptions to this would be where job shares exist and emergency cover for illness of staff.</p> <p>Because of the strict guidance on keeping staff the same, teachers will not be rotated.</p> <p>Return to question list</p>	<ul style="list-style-type: none"> • <i>The same teacher and support staff are assigned to each group and as far as possible these stay the same during the day and subsequent days.</i> • <i>If there is a shortage of teachers, teaching assistants can lead a group working under the direction of a teacher</i>
Where will the children be taught?	<p>Classes will remain in the same room assigned and for children in Y1-6 at the same desk throughout the day reduce the risk of contact and mixing.</p> <p>We may rotate class areas in EYFS to allow access to different resources but this will be on a weekly basis, allowing for a deep clean and a rest period of the weekend in-between.</p> <p>As we don't have enough EYFS space for the number of groups we need, some areas will be divided into sections by furniture. Children will need to remain in their allocated area at all times. Some learning areas will need to be set up in different parts of the building for EYFS.</p> <p>Return to question list</p>	<ul style="list-style-type: none"> • <i>Ensure wherever possible, children use the same classroom throughout the day, you may wish to consider seating children at the same desk each day</i>



<p>What will it be like in the classroom?</p>	<p>It is advised to avoid face to face working so desks will be arranged in rows facing the front. Although there are slight variations from classroom to classroom, with all 15 desks in a typical classroom the space between each child when sat at a desk is 1.4m one way and 1m the other way.</p> <p>Windows will be open wherever possible to ventilate and doors propped open when it is safe to do so, so handles do not need to be used.</p> <p>For EYFS (Nursery & Reception) this is not an appropriate way of working so the set up will allow for some play, however the resources available will be very different to normal. The areas will be sectioned off to stop groups mixing and some groups will have to work away from the normal Nursery or Reception area. There will not be support staff with every group and there will be some days there will not be a teacher with every group.</p> <p>Return to question list</p>	<ul style="list-style-type: none"> • <i>Desks should be spaced as far apart as possible</i> • <i>Where possible, spaces should be well ventilated using natural ventilation (opening windows)</i>
<p>What time will school start and finish?</p>	<p>Start and end times to the day will be staggered for different groups. Start times will range between 8:30am and 9:30am and finish times will range between 2:30pm and 3:30pm.</p> <p>On Friday, school will close just after lunch (staggered between 12:30pm and 1:30pm) – please see below.</p> <p>The lunch break will be shorter for each group in order to accommodate a staggered lunch break within a reasonable timeframe for lunch. We will make sure that the start and finish time for families are the same. We will also consider children who usually arrive on the school bus and make sure their allocated time falls appropriately. We will not be in a position to take personal requests for start and finish times. These will be communicated to you once the groups have been set up and once we know who will be attending.</p> <p>Children should not turn up early but turn up on time for their allocated start time. Only one parent should bring their child and they should stay away from other parents and leave promptly once they have seen their child safely enter the building. Please stand back from the door to ease congestion.</p> <p>PLEASE NOTE THE CAR PARK WILL NOT BE OPEN FOR USE BY PARENTS. We have been able to allow this whilst the numbers were significantly reduced however this will not continue. You must arrive in time to park safely and considerately and walk to school.</p> <p>We will continue to run a drop and go for the older children but it is important that they arrive no more than 5 minutes before their allocated start time to avoid congestion of children at doorways.</p> <p>Return to question list</p>	<ul style="list-style-type: none"> • <i>Stagger drop off and collection times</i> • <i>Parents/carers told that if their child needs to be accompanied to school, only one parents should attend.</i> • <i>Parents/carers told their allocated drop off and collection times and the process for doing so including protocols for minimising adult to adult contact.</i> • <i>Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment which should be conducted safely) Ensure parents are aware of recommendations on school bus transport to and from settings.</i> • <i>Ensure that school transport arrangements cater for any changes to start and finish times.</i> • <i>Encourage parents and children to walk to school where possible.</i>

<p>Why will school close early on a Friday?</p>	<p>All of our usual PPA (Planning Preparation & Assessment) cover will already be used to cover the groups eligible to return to school. (We will actually have more 'class groups' under the return model than we would as school runs normally). Although we recognise this may not be ideal for some families, it is also being done from a safety aspect of making sure that staff with the groups remain the same and your child is not being exposed to other adults who have mixed with other groups or having to bring in supply staff who will have been in other school (which we would have to do). The guidance is very clear about not mixing the staff or children within the groups.</p> <p>All other staff who work on a Friday afternoon will support in carrying out a deep clean of equipment and resources, again helping to make the environment safer for everyone in it.</p> <p>This is something that we have tried to avoid but we do not have enough staff to do this safely any other way; this will be a temporary measure whilst the restrictions on group size and mixing of groups remain in place.</p> <p>Return to question list</p>	<ul style="list-style-type: none"> • <i>The same teacher and support staff are assigned to each group and as far as possible these stay the same during the day and subsequent days.</i>
<p>How will children access school?</p>	<p>Children in Y1- 6 will arrive and leave via the fire door to the classroom they have been allocated. All belongings will remain in their classroom they will not use the cloakrooms for anything other than access to the toilets</p> <p>In N will access through the Nursery door at staggered times. Reception will most likely use one of the two Reception doors at staggered times. Full details of classrooms allocated, groups and timings will be sent out at before the end of May.</p> <p>Return to question list</p>	<ul style="list-style-type: none"> • <i>Access rooms directly from outside where possible</i>
<p>What will children be learning?</p>	<p>Teachers will plan lessons that can be accessed easily without a lot of adult support to limit proximity and contact. Equipment will be limited to items that can be cleaned easily. E.g. in EYFS sand, water, playdough, soft toys and small toys that have intricate parts will not be available. Outdoor equipment can only be used by one group at a time and must be cleaned between different groups using it so we will have to limit what equipment can be out at any one time.</p> <p>Lessons are encouraged to be outdoors as there is less chance of transmission there however each group must remain separate from other groups outside and any equipment used needs to be cleaned before another group use it.</p> <p>Return to question list</p>	<ul style="list-style-type: none"> • <i>Consider which lessons or classroom activities could take place outdoors</i> • <i>Decide which lessons and activities will be delivered.</i> • <i>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</i>
<p>How will children be helped to maintain social distancing</p>	<p>We cannot guarantee full social distancing when in school both inside and outside of the classroom. We will however do what we can to support social distancing.</p> <p>Corridors will be marked with tape to separate movement around school and some one way systems will be introduced. Staff will talk through</p>	<ul style="list-style-type: none"> • <i>Consider one-way circulation or a divider down the middle of corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</i> • <i>Ensure toilets do not become crowded by limiting the number of</i>



<p>outside of the classroom?</p>	<p>these with children on their first morning but all will be clearly marked.</p> <p>Toilet facilities will need to be shared by groups as we do not have enough toilets for it to work any other way. We cannot clean toilets after each use but children will be told to wash their hands. We will monitor the number of pupils using the toilets at any one time</p> <p>Return to question list</p>	<p>children who use the facilities at one time</p> <ul style="list-style-type: none"> • While in general groups should be kept apart, brief transitory contact such as passing in a corridor is low risk • Primary aged children cannot be expected to remain 2m apart from each other and staff.
<p>What will breaktimes be like?</p>	<p>Breaktimes will be staggered so not all children are out at once. There will be multiple groups out at one time but each group will allocated a Zoned area. Groups will not be able to move from their Zone to mix with other groups</p> <p>Lunchtime will be staggered. Children will eat their lunch on allocated tables for their group or in the classrooms if there is not enough room in the dining hall. Areas for play at lunchtime will be Zoned as for break times where each group must remain in their allocated Zone at all times.</p> <p>The lunch break will be shorter than usual in order to allow for a staggered lunch break for all within a reasonable timeframe for eating lunch.</p> <p>Return to question list</p>	<ul style="list-style-type: none"> • Halls, dining areas and sports facilities for lunch and exercise at half capacity – if class groups take staggered breaks between lessons these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place. • Stagger breaks to ensure that any corridors or circulation routes used have limited number of pupils using them at any time • Stagger lunch breaks – children should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If this is not possible, children should be brought lunch in their classrooms
<p>What will they need to bring with them?</p>	<p>Children should bring as little as possible. This will be limited to a named drinks bottle, a coat (when necessary) and a lunchbox for children who do not have school lunches. They should not bring a book bag or PE kit or any items backwards and forwards from home other than those mentioned. Children will be given a reading book to keep in school and will be listened to by staff in school. As we recognise the importance of reading we are investigating if there is a safe way to be able to allow reading books home in the near future but following the Government advice, we will not be able to do this yet.</p> <p>Water bottles will be kept on their desk and will only be used and touched by them. We will not be able to provide cups for drinking.</p> <p>Coats will be kept on the back of their chair. Cloakrooms will not be used at all other than to access toilets as this is a potential point of congestion and cross contamination.</p> <p>Return to question list</p>	<ul style="list-style-type: none"> • Limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.
<p>Will they share equipment?</p>	<p>Children will have a named pencil/pen on their desk to use and any other daily equipment needed for lessons will be named and kept on their desk (e.g. ruler, whiteboard etc)</p> <p>In Nursery and Reception this will be more difficult to manage as they will be less able to understand how things will work. In delivering the EYFS curriculum it will be impossible for them not to share games, toys and equipment</p>	<ul style="list-style-type: none"> • Preventing the sharing of stationery and other equipment where possible.

	<p>Other equipment used in lessons will be kept for use within that group only and cleaned regularly. Any equipment shared between groups will be cleaned before the next group uses it.</p> <p>Return to question list</p>	
<p>How will children and staff be encouraged to follow hygiene practices?</p>	<p>All staff and children will follow strict hygiene and cleaning rules to reduce the risk of passing on the virus. All the advice suggests that careful and regular following of the listed hygiene practices is one of the most important ways we can reduce the spread of the virus.</p> <p>If you intend to send your child back to school, please take time to go through some hygiene resources on the e-bug site or on the PHE site before returning to school.</p> <p>Return to question list</p>	<ul style="list-style-type: none"> • Follow the COVI-19:Cleaning of non-healthcare settings guidance • Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other areas • Clean surfaces that children are touching such as toys, books, desks, chairs, doors, sinks toilets, light switches, bannisters more regularly than normal • Ensure all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly • Ensure all adults and children clean their hands on arrival at the setting, before and after eating, after sneezing or coughing • Ensure all adults and children are encouraged not to touch their mouth, eyes or nose • Ensure all adults and children use a tissue to cough or sneeze and use bins for tissue waste (Catch it, bin it, kill it) • Ensure that help is available for children who have trouble cleaning their hands independently • There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational setting.
<p>Who will be allowed in the building?</p>	<p>Only those eligible will be allowed to return to school. All staff children and visitors will be told to not enter the building with symptoms and will be told about hygiene rules.</p> <p>Parents will be encouraged to contact school via telephone or email to pass messages on rather than speak to the teachers or office face to face. Staff will try to carry out any meetings over the phone or by video link to limit any visitors into school, however, where this is not possible we have allocated a room that is accessible from the outside that is for visitor use. This room will not be used by children at all and will be cleaned after each use.</p> <p>Return to question list</p>	<ul style="list-style-type: none"> • Staff and children should not attend if they have symptoms or are self-isolating due to symptoms in their household. • Visitors do not enter the setting if they are displaying any symptoms • Parents (and other visitors) can only enter the building by prearranged appointment that should be conducted safely.
<p>What happens if children or members of households are Extremely</p>	<p>If your child or anyone in your household has received a letter from the Government to say that they are Extremely Clinically Vulnerable and told to Shield – they should not attend school as social distancing in school is not consistent with ‘Stringent social distancing’ even though we are following Government guidelines for schools.</p>	<ul style="list-style-type: none"> • Pupils and staff in this category are not expected to be attending school and should be continued to be supported to learn or work from home as much as possible. • If a child or member of staff lives in a household with someone who is extremely clinically vulnerable as set



Clinically Vulnerable?	Return to question list	<i>out in the guidance on shielding, it is advised that they only attend if stringent social distancing can be adhered to and in the case of children that they are able to understand and follow the instructions. If stringent social distancing cannot be adhered to, we do not expect these individuals to attend. They should be supported to work or learn at home.</i>
What happens if children or household members are Clinically Vulnerable?	<p>If your child is classed as clinically vulnerable (this list includes asthma) you should seek medical advice before deciding if your child should return.</p> <p>If a person in your household is classed as clinically vulnerable (but not shielding) the Government advise the child from that household can attend.</p> <p>Return to question list</p>	<ul style="list-style-type: none"> • <i>Clinically vulnerable people are those considered to be at higher risk of severe illness from coronavirus. Parents should follow medical advice if their child falls into this category. Staff in this category should work from home where possible.</i> • <i>A child or staff member lives in a household with someone clinically vulnerable (but not clinically vulnerable), including those who are pregnant, can attend their educational setting.</i>
What happens if anyone shows symptoms of Coronavirus?	<p>If a child shows symptoms of coronavirus, all staff are instructed to follow the government guidelines. If a member of staff needs to be close to a child showing symptoms they will need to wear PPE. It is important you are able to pick your child up quickly if we contact you about symptoms. All children (aged 5 and above) who attend school from June 1st will be eligible for testing if they are showing symptoms and we would encourage you to do this. It can be accessed by calling 111. For children under 5 you are advised to call 111.</p> <p>Return to question list</p>	<ul style="list-style-type: none"> • <i>If anyone becomes unwell with a new continuous cough or a high temperature, they must be sent home and advised to follow the COVID-19 guidance for households with possible coronavirus infection.</i> • <i>If a child is awaiting collection they should be moved to a room where they can be isolated behind a closed door, depending on age of the child and with appropriate adult supervision if required. Ideally a window should be opened for ventilation. If isolation is not possible an area at least 2m from other people.</i> • <i>When a child or staff member develops symptoms compatible with coronavirus they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</i> • <i>Where the pupil or staff member tests negative, they can return to their setting and fellow house members can end their isolation.</i>
What happens if a pupil or staff member tests positive for coronavirus?	<p>If a pupil or staff member in a group tests positive ALL members of that group must be sent home to self-isolate for 14 days. In this case, if any pupil from that group is subsequently tested and it comes back negative they will not be able to return before the 14 days as there would be no teacher available and they would not be allowed to join a different group.</p>	<ul style="list-style-type: none"> • <i>Where a pupil or staff member tests positive, the rest of their class or group within their setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.</i>

	<p>If a test is returned negative, we would ask to see evidence of this before child or member of staff would be allowed to return to school.</p> <p>Return to question list</p>	
<p>What are the requirements for PPE?</p>	<p>Staff will not be directed to wear any PPE to attend work. If staff feel more comfortable wearing gloves or a face covering, this is acceptable although not recommended by the Government. Staff should be aware of the limitations of protection when wearing gloves or face coverings. (e.g. that gloves are only effective if you do not touch your face and you still must wash your hands after removing them and that all PPE must be removed and disposed of safely and correctly).</p> <p>PPE for dealing with a child with symptoms where a 2m distance cannot be maintained or for personal care will be made available to staff if it is required.</p> <p>Return to question list</p>	<ul style="list-style-type: none"> • <i>Wearing a face covering or mask in schools or other educational setting is not recommended. ... Schools should not require staff or children to wear face coverings. Face coverings (or any kind of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed.</i> • <i>If a child becomes unwell with symptoms while in the setting and needs direct personal care until they can return home, a fluid resistance surgical face mask should be worn by the supervising adult if a distance of 2m cannot be maintained.</i>
<p>Will staff administer medication or First Aid?</p>	<p>Emergency first aid will be administered as normal and if appropriate, staff will need to wear PPE in order to do so. In relation to medication, we would not be able to administer this. Under the circumstances it is highly important that your child only attends school if they are 100% fit and healthy. Staffing will be stretched and covering classes unnecessarily causes additional risk to pupils and other staff so we ask that children do not attend if they are at all unwell.</p> <p>Return to question list</p>	
<p>How do I let you know if I want my child to return or not?</p>	<p>If your child is in Nursery, Reception, Year 1 or Year 6 you will receive a text from us <u>tomorrow</u> (Tuesday 19th May), asking you to respond Yes or No as to whether your child will be returning to school on June 1st (or as soon as the Government say it is safe to do so). Where 2 parents are registered for the texting system, the text will go to the primary contact for that child. Please try to respond by the end of the day on Wednesday if possible. If you do not receive a text by Lunchtime on Tuesday 19th May, please contact school to let us know.</p> <p>If you choose Yes – further information about groups, allocated teachers, start times and finish times will be sent out next week.</p> <p>Return to question list</p>	



2. What if my child is not eligible to return to school or I choose not to send them?

For children who are not eligible to return to school or you choose not to send them, we will continue to provide access to remote education. How this will work will be communicated next week but it is likely to be presented in a different way. For example it may be uploaded less frequently so there are a number of activities to work through over the course of a few days or a week. This is because all available staff will be needed to supervise the groups in school.

In Year2-5 the work will be the same as what the children will be completing who can come to school. In N, R Y1 & Y6 the work will be taken from or similar to the work planned for children who are attending school. We will amend the first section of each year group page with information about how it will work and also amend the best form of communicating- please understand that the teachers may not be able to respond on the same day due to teaching commitments.

Please remember that the Government has confirmed that schools are not going to be held accountable for attendance during this time and fines will not be issued for non-attendance. We are trying our very best to support both groups of children in the fairest and most effective way possible. We thank you once again for your support throughout the remote learning process.

3. REACH

We are currently looking into how we can best and safely operate a breakfast and after school provision for pupils who would normally use this service although the Government now states that these should only be run if you are able to keep children within the groups they are in during the day or safely distanced. We can make sure that each year group has children from the REACH & Pre-School in the same group however we do not think we will have the staff to be able to supervise each group separately. We will endeavour to make this work but will confirm this at a later point. If your child normally attends Pre-School before and after school provision, we are working closely together to find a solution but they are facing the same difficulty. They will communicate directly with parents affected.

4. Additional information for pupils who have been attending school since the closure to most pupils:

If you are a key worker and your child has been attending regularly since Easter, we will assume that they will continue to attend. They are able to come full time however, if you prefer for them to continue part time this is also fine. To do this you will need to let their allocated class teacher know their pattern of attendance a week in advance if possible, rather than book through the office.

Please read through the information in section 1 so that children understand that the structure from June 1st will be very different indeed. This is because of the limitations within the guidelines due to the significant increase of the number of pupils in school. Children in Year Groups 2-5 will still be accessing the same work as the children accessing remote learning at home only they will not be allowed to bring their book backwards and forwards. They should keep their home learning book at home and we will provide paper for them to do their work on.

5. Information for pupils who registered as having key worker parents but have not attended school since before Easter:

If you registered as a key worker initially but your child has not attended school since Easter please notify the school office by email if you want your child to return to school. Please do this before the end of the day on Wednesday 20th May.



6. Information for Key Workers who have not registered with school as a Key Worker

If you believe you are a key worker who needs to send your child to school but never registered this with school you can still do so but this needs to be done as a matter of urgency. The groupings will be done this week based on the people who are registered as key workers. Once all the groups are full and we have no more staff to take extra groups we will need to look to the Local Authority for support and they may need to attend a different setting. To do this you need to send an email from your work address. If you do not have a work email address, then a letter from your employer with your name on it to confirm that you are a key worker and employed by them.

I apologise once again for the length of this letter however there is a lot to consider. Hopefully the links and bookmarks will help you find the right information quickly. If you are unsure about anything or feel that there have been questions left unanswered, please feel free to contact us and we will do our very best to answer them.

Kind regards

Jenny Shore
Head Teacher.

