



5<sup>th</sup> Jan 2021

Dear Parents and Carers,

**Re: Critical Workers School Provision**

This letter is to confirm that we are able to offer your child(ren) a place in school as part of our Critical Worker provision, based on the information that you filled in on our online form. This letter is to clarify all of the arrangements. As part of this agreement, we expect all parents to follow the given expectations below.

**Drop off and collection details**

- Reception and Year 1 - Reception/EYFS gate (front of school).
- Year 2 - Into the Year 1 classrooms down the steps (back of school).
- Year 3 and Year 4 - Entrance by the Main Office (front of school).
- Year 5 and Year 6 - Entrance by the bike shed (front of school).

All parents are expected to drop-off their child so that staff can register the children. This includes parents of Year 6 children. Please **do not** leave your child by the gates or expect them to walk into school. School will not be held responsible; you are required to be on-site to supervise your child as part of social distancing. Parents, can I please remind you to leave school site as soon as you have dropped off your child/collected them. Please wear a mask and do not stay on school site other than to drop off and collect your child.

**Parking on Glenville Road**

The parking restrictions on Glenville Drive still apply. Please do not bring your car up Glenville Drive during drop off/collection times; instead, park on Marsh Lane and surrounding roads and walk up to school. Parents who do break this rule: your details will be passed to the local police to manage.

**Times for the school day**

8:55am – 3:30pm Monday – Thursday  
8:55am – 12:45pm Friday

Can we please ask that children are dropped off and collected on time each day and that you are not late as staff need to also collect their own children.

**High Achievers (Before/After School Provision)**

Unfortunately, due to lack of numbers, High Achievers are **not** able to provide before and after school provision. School will finish for critical worker children at 3.30pm Monday to Thursday and 12.45pm on Friday.

**Uniform**

Children are expected to wear their school uniform every day. Please do not send your child in non-school uniform because we will ask you to take them back home and get them changed into school uniform.

**Lunches**

If you have not requested a school lunch for your child(ren), then please remember to send them in with their packed lunch. If you have requested a school lunch and your child is in Key Stage 2, please remember to access Parent Pay, if your child is not eligible for Free School Meals. Please ensure that your Parent Pay account is in credit to avoid being called to ask to credit it.

**Personal items**

Children do not need to bring their school bag or any other personal items into school. Please do, however, send your child with a labelled water bottle.



National Outstanding Award 2014

send your child into school with any valuables i.e. mobile phones, tablets, toys.

### **Evidence of Critical Worker**

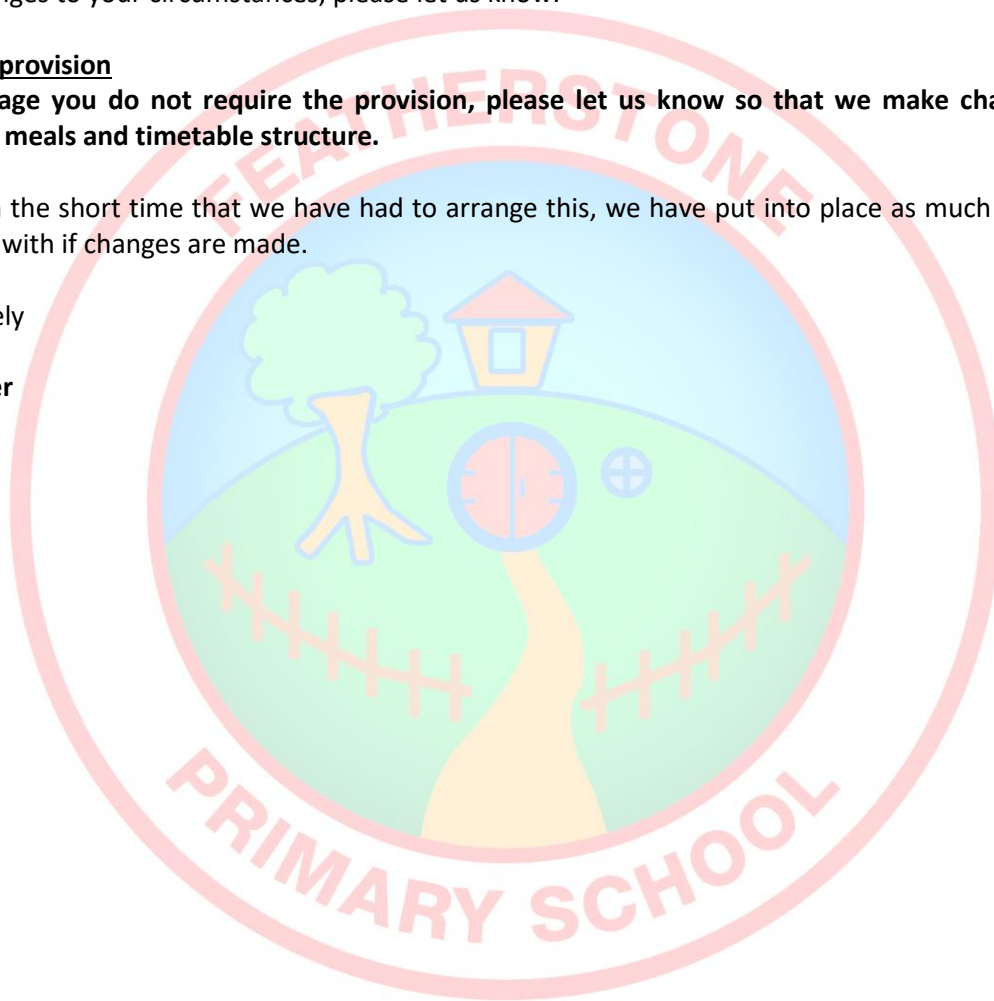
As part of the government guidance in response to coronavirus, they ask schools to check that the parent-in-question does have critical worker status. Therefore, so that we can fully support our critical workers, please bring in evidence that you are a critical worker. This can be your ID, a wage slip, a time sheet or a letter from your employer confirming your critical worker status. **This is a requirement of the provision.** Also, if there are any changes to your circumstances, please let us know.

### **Changes to provision**

**If at any stage you do not require the provision, please let us know so that we make changes to staff availability, meals and timetable structure.**

Finally, with the short time that we have had to arrange this, we have put into place as much as we can, so please bear with if changes are made.

Your sincerely  
E Gaibee  
Headteacher



# Aspire, Believe, Succeed