



25<sup>th</sup> March 2020

Dear Parent / Carer,

I wanted to write and thank-you for how responsibly the school community has responded to the challenges at this time of national emergency.

As you know, we were asked by the government to close our school last Friday for all students except those who were either vulnerable or the children of key workers who were unable to safely keep their children at home. Parents and carers have taken the advice of government that wherever possible children should remain at home and that schools are only providing childcare of last resort.

The importance of staying home if at all possible was further reinforced by the Prime Minister on Monday when he said **“I must give the British people a very simple instruction - you must stay at home.”**

We are following government advice and staff are working from home wherever possible and only essential staff required to provide the childcare of last resort are coming in to school at this time. This staffing is modelled on the basis of the very small number of children who have needed childcare. Therefore, it is essential that if you are a key worker whose child is not currently using our childcare facility, and you are unable to provide childcare at home, **you must give the school 24 hours notice that you need to use this provision so that we can provide appropriate staffing.** Students arriving without giving 24 hours notice may be turned away if we do not have adequate staffing.

Parents providing 24 hours notice should contact the Academy Office on 01304 403 103 by 9am.

Yours sincerely,

Mr Simon Smith

Principal