

20<sup>th</sup> March 2020

Dear Parent / Carer,

**RE: Details of In-school childcare for key workers**

I would like to explain and to clarify how the school will operate for those pupils whose parents are eligible for in school childcare. From the outset, we must be mindful of the reasons why schools are closing – to impose social distancing measures and so reduce the spread of infection – and of the challenging and stressful circumstances in which many of us will find ourselves over the coming weeks. Therefore, I hope that you will understand that there will have to be very clear structures in place in order for us to safeguard pupils, supervising staff and parents and so please forgive the rather stringent tone of this letter. I have a duty of care to both pupils and staff.

The school day will operate between the hours of 8.45 am and 3.00 pm every day in term time for pupils in vulnerable groups and the children of key workers. At present, the intention is to continue this into the Easter holidays for if this facility is required. It will be vital to know which pupils will be attending each day, both to ensure adequate supervision and to safeguard pupils effectively. To facilitate this, we ask you to complete a Microsoft Form each week before your child will need to come in to school. This will be completed online for EACH child who will be attending (i.e. if you have three secondary school aged children who attend Central and you need them all to come into school you will submit three Microsoft Forms responses, one for each child).

This process will enable us to ensure we have sufficient supervising adults in school for the pupils who will be in our care that day. The form will also provide details of any medical conditions we need to know about. It will be a very simple form which should take only a couple of minutes to complete on your mobile phone, tablet or PC. In the event that any of the pupils for whom we have received a form for that day do not arrive at school within the arrival time 'window', we will endeavour to contact you to let you know he / she has not arrived so that you can ensure that your child is safe. Please do not send your child to school without having completed the form as this could compromise our ability to safeguard his or her wellbeing.

It is essential that pupils arrive between 8.45 and 9.00 am and come to the main reception where a member of staff will greet them. All pupils will be asked to sanitise their hands as they arrive. Pupils will then be signed in and taken to the classroom in which they will spend the day. To minimise the risk of spreading infection to rooms which have been cleaned, pupils will have very limited access to other parts of school.

Pupils will be seated in the learning areas by themselves with at least 2 metres distance between them and other pupils and school staff. We expect pupils to be self-directing in their work as again we wish to avoid the need for staff to be too close to pupils. Timetables have been planned for and work has been set by subject teachers via Class Charts.

There will be a twenty minute break at 11.05 and a lunch break at 1.20pm. Break-time snacks and lunch is provided by school free of charge, but if you prefer your child to bring a packed lunch, please do so for every day they are in school. Movement will be limited to the designated classroom, toilets, canteen, the quad and reception. Pupils will leave school between 2.45- 3.00pm. You will indicate on the Microsoft Form how your child will be getting to and from school. As with any other school day, supervising staff will remain on site for 15 minutes after the end of the day, after which our duty of care to pupils will cease. Please be aware that, as the school site must remain secure, pupils will not

be able to leave or arrive outside of the designated times. If no pupils have arrived by 10.30 am, and all parents have been notified, school staff will be allowed to leave the site.

As I mentioned in the original letter, the school will operate as a place of safety and remote learning during the period of closure and not as a place of taught lessons. As specified above, pupils will simply be supervised while completing the work set by teachers via Class Charts and the online platforms. Pupils must therefore ensure that they bring in the equipment they need. Pupils will not be required to wear school uniform, but should dress appropriately for a day of school work. There will be the usual expectations in terms of behaviour. Mobile phones must be switched off and out of sight during learning time, as is the case during any normal school day. If our expectations regarding conduct are not met, we may have to withdraw this provision from your child.

For obvious reasons, it is essential that if your child shows any sign of the coronavirus, particularly a high temperature and/or a persistent cough, they MUST not come into school. Any child who exhibits these symptoms after arriving will be isolated and we will expect them to be collected as soon as possible.

We will endeavour to make the school as welcoming and supportive as we possibly can under the circumstances but I am sure you will understand that we have to take the safety of our pupils, their families and our staff very seriously, and this is the reason for such rigorous arrangements. We are keenly aware of our responsibility to our local community and of the key role schools can play in these unprecedented circumstances. We hope that parents will appreciate the difficulties inherent in making the provision we are offering in the context of social distancing and will support us in making this work by adhering to the arrangements we have put in place. It is our intention to provide this service for as long as staffing levels allow.

Thank you for working with us at this difficult time.

Yours sincerely,

Victoria O'Farrell

Acting Principal

Central Lancaster High School