



Elm Tree Community Primary School  
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Headteacher: Mr D Lamb

8<sup>th</sup> January 2021

Dear Parents and Carers,

Firstly, thank you for your cooperation, understanding and patience this week. I appreciate that following the Prime Minister's announcement on Monday evening, the closure of all schools across the country has caused a great amount of disruption and inconvenience. I would like to take this opportunity to update you regarding what is happening across school over the coming weeks. **Please note that all arrangements are subject to change.**

As you may be aware, this current lockdown is impacting schools very differently than what we experienced last year. The critical worker list has been extended significantly as well as those children classified as vulnerable. We are working alongside guidance delivered by the Department for Education, Local Authority, Unions and Governors to ascertain how we can go about reopening school to more children whilst following the guidelines that are currently in place.

As part of our RAG (Red, Amber and Green) system; Monday 18<sup>th</sup> will see some of the children risk assessed as GREEN return to school. This is dependent on many factors such as staffing, health and safety and local health advice. I apologise for any frustration and inconvenience caused if your child has not yet been offered a place. I would like to reassure you that risk assessments are ongoing and subject to change. Depending on the situation at school, we will hopefully see the return of those children assessed AMBER followed by RED. Decisions to keep any children at home are not made lightly but are vital to keep all children, staff and families safe during these unpredictable and challenging times.

As you are aware, the current situation is ever changing, with new government advice being fed to schools on a daily basis. I would like to reassure you that this is being followed very closely by myself and senior management and that we endeavour to follow the most up-to-date and relevant guidance throughout. If any changes are made that will impact you and your child, you will be made aware as soon as possible. Please read the remainder of this letter carefully which includes further points for your attention.

### Home Learning and Welfare Calls

For those children currently at home, learning resources should now have been supplied to you either electronically or physically. **If at any point you are unhappy with the work provided, please let school know.** In addition, welfare checks will be made on a weekly basis with your child's class teacher contacting you via telephone or email to catch up and help answer any questions you may have. If you would like to get in touch with your child's class teacher, please email [admin@elmtree.lancs.sch.uk](mailto:admin@elmtree.lancs.sch.uk) and this will be handed to the relevant member of staff.



### **Free School Meals**

For the weeks that your child may be out of school, we will continue to provide free school meal vouchers using Edenred. Unless you have requested otherwise, vouchers will be sent to you via email. If your email has changed recently, please make the office staff aware to ensure you receive your voucher. If you have any questions regarding the vouchers or free school meal eligibility, please email [cartwriighth@elmtree.lancs.sch.uk](mailto:cartwriighth@elmtree.lancs.sch.uk).

### **Website / Text Service / Facebook**

Following Monday's announcement, the text service that we use to communicate with you outside of school hours was temporarily shut down. The service is usually reliable and we can only put this down to the volume of messages being sent at the time. However, to make sure that you are kept as updated as possible, I would like to point you to our Facebook group that is used to post updates and announcements regarding school. This can be found by searching Elm Tree Community Primary School. Please note the group is private and you will have to request to join with your full name and relationship to child for access to be authorised. In addition to Facebook, the school website is updated frequently and all information regarding Covid-19 can be found by clicking the link [here](#). Our updated Covid-19 Risk Assessment and Systems of Control for Lockdown January 2021 Guidance will be published and made available on the school website week commencing 11th January 2021.

Thank you for taking the time to read this letter. I appreciate that all this information can be overwhelming and urge you to contact school with any questions or concerns you may have regarding this. I am confident that by upholding strong and frequent communication between school and home, we will be able to tackle any issues successfully as and when they arise.

Yours sincerely,

*D. Lamb*

David Lamb