



# **GARSTANG COMMUNITY ACADEMY**

Bowgreave · Garstang · Lancashire · PR3 1YE · Tel: 01995 603226 · Email: info@garstangcommunityacademy.com

**20<sup>th</sup> March 2020**

Dear Parents and Carers

This letter aims to give you some details of the provision which GCA will be making available to the children of key workers from Monday 23rd March onwards.

Who is a key worker?

The Government have published a list of those who they deem to be “key workers”. This is the definition which the school will use. I am afraid that we will not be able to accommodate any other children in school, to minimise the risk of spreading infection. I recognise completely that many of you who are not on this list do vital jobs and have businesses to protect, but we must follow the guidance we have been given.

The list includes people working in the following areas:

- Health and social care
- Education and childcare
- Key public services
- Local and national government
- Food and other necessary goods
- Public safety and national security
- Transport
- Utilities, communication and financial services.

Please see <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision> for the exact definitions of “key worker”. Not everyone working in one of the broad categories I have listed is included.



**FYLDE COAST ACADEMY TRUST**

Company Limited by Guarantee Number 08364709

Registered in England & Wales – Registered Office: Armfield Academy, 488 Lytham Road, Blackpool, FY4 1TL



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Should I use this provision?

Our priority at the moment is to keep everyone as safe as possible. That means please **only using this provision if you have no other safe option**. The provision is there for you to use if you are a key worker and you cannot keep your child safely at home. If your child is old enough to stay at home safely or another family member who is not themselves at heightened risk can stay with them that is better than sending them to school where they will be mixing with other children and adults. If you need to use the provision on some days and not others that is fine as long as we know. Please, only use it if you need to.

How do I tell you if I need to use the provision?

You should have received a form to fill in via our pmx system. Alternatively, you can download the form from the school website, complete it and then return to [info@garstangcommunityacademy.com](mailto:info@garstangcommunityacademy.com) or ring school reception on 01995 603226 who will take you through the process.

What will the provision look like?

You will appreciate that this is being put together at extremely short notice. Almost anything here is subject to change, but this is an outline of our plans so you know what to expect on Monday.

- The provision will be staffed in Fairsnape (downstairs in the IT block) and supervised during normal school hours. This may extend in future, but at the moment we are linking with school bus times. We will make sure that enough staff are in place to run safely. Children must sign in and out in the building and NOT go to any other parts of school as planning, deep cleaning and other maintenance work is continuing in the rest of the school.
- School buses will run as normal. On Monday the service will be provided by the usual school buses on the usual routes, but this may change once need becomes clearer. The 46x bus which is dedicated to our students will continue to run in the short term, but this will be reviewed depending on need.
- A restricted choice of school meals will be provided in the Fairsnape dining room, using cashless payment as usual.
- School uniform does not need to be worn. Clothing should be the sensible style clothing we would expect on a normal non-uniform day.
- We will provide a mix of activities, but it will be centred around the same online learning programme that all our other students will follow at home. It will not be possible to provide any class-based "lessons".



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- We may be offering some physical exercise so students should wear or bring suitable shoes or clothes for this.

What should students do on Monday morning?

School buses should pick students up as normal. Once students have arrived in school, they should go directly to the Fairsnape dining room. If students are walking to school, they should arrive no earlier than 8.30am, and go straight to the Fairsnape dining room. All students who are accessing this provision, should come to the Fairsnape dining room by 8.40 am to register, they must not arrive later than this without prior notice from you. They will not be allowed to leave the school site until 3.05 pm unless we have prior notice from you.

Keeping everyone safe

This will be our top priority, and covers infection prevention as well as the normal school procedures for keeping everyone safe.

- **You must not send your child into this provision if they or anyone else in the family should be self-isolating.** If anyone develops symptoms indicative of COVID-19 during the day they and other family members at the provision will be kept in isolation until they can be collected from school.
- We will maintain principles of social distancing as far as we are able to do so. The small number of students and staff we will have in school will make this easier.
- Our cleaning and site staff will make sure that hygiene around the restricted areas of school which will be in use is maintained to even higher standards than normal.
- We will ask you to keep to the days and times you have agreed with us, and to let us know if these need to change. If a child who we are expecting does not appear we will need to contact you straight away so please help us by keeping us informed.
- It is our intention to ensure there is someone on reception throughout the day in case of emergencies.
- This provision will not look like normal “school”, but the normal standards of behaviour, respect and courtesy will apply to everyone. We reserve the right to apply sanctions to students who do not abide by this and in extreme cases to bar them from using the provision.
- As I have said already, **please help us all to reduce the risk of infection by only using this provision if you really need it.**



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Can I send children who are not GCA students to this provision?

At the moment the answer is no. Some of you may have children who are at a number of schools, and I recognise that it might be easier for you if they could all go to the same place. On Monday we can only accommodate GCA students, for reasons of safeguarding. However, this may change over time to allow students to go wherever works best for parents. Schools may also decide to combine provision, especially if staffing becomes an issue.

What do I do if I have questions?

Unless the questions need answering before you can make decisions about Monday morning I would request that you wait and ask them next week. If you have an urgent question please email [info@garstangcommunityacademy.com](mailto:info@garstangcommunityacademy.com).

Thank you again, for all your patience at this time.

Best Wishes

Alasdair Ashcroft

Headteacher



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