

Care, Collaboration, Challenge

Friday 20th March 2020

Dear Parent

If you are a key worker or a parent of a vulnerable child, then your child will be able to attend school on Monday 23rd March. School will be open to children from 8.30am. We expect all children attending to be at school by 9am. Children can be picked up from school between 3.30pm and 4.00pm each day. Nursery children may continue their part time hours. Please ensure that your child has their PE kit with them each day. We are happy for your children to wear their own clothes rather than their school uniform.

The Trust has agreed that children and staff must not bring their own food into the academy. A cold lunch will be provided by our catering team, free of charge. This will be reviewed at Easter.

On Monday, please bring evidence that you are a key worker. This may be an ID badge, letter of employment or payslip. Alternatively, this could be sent to the school principal by email to <u>office@springfieldacademy.net</u> – please address to the principal.

If your child remains at home, your child's learning is of course important to us, so we'll continue to help your child to learn. Your child should have received a resource pack of activities to complete whilst they are at home. On our website, on the Home Learning page, there are activities for each year group to complete. These will be regularly added to. Please check your child's year group blog, as challenges and activities may be added there too.

If you need to contact the school for any reason, please complete the contact form on our website. Our admin team will forward this to the relevant person. Our school office will also remain open as much as possible. When it is not staffed, please leave a message on our answer phone and we will get back to you as soon as possible.

If your child is entitled to free school meals, the government is working on a scheme to support this whilst they are at home. In the meantime, if you would like your child to receive a sandwich lunch, please contact the school office by 9.30am each day. The meal can then be picked up from reception from 12pm.

Thank you all for your support and co-operation in this very difficult and rapidly evolving situation.

Yours faithfully

Andy Willett Principal