

Friday 3<sup>rd</sup> April 2020

Dear Parent,

I hope this letter finds both you and your family safe and well.

You may be aware of our offer to provide care for the children of those identified by the Government as Key Workers. If you believe that you meet the criteria and have not received details for this, please contact us to share your potential requirements as soon as possible.

Whilst we try to remain as flexible as possible under the circumstances and understand that planning in advance will prove difficult during this time, it is important that we are provided with notice regarding sessions in order for the necessary arrangements to be put in place for you. Parents will be required to sign a declaration in advance of visiting the site and we appreciate your understanding and cooperation with this.

Please note that pupils should only come into school as a last resort because it is not possible for you to carry out your critical work and keep the children safe at home.

Please do not hesitate to contact me if you have additional queries or concerns in the meantime.

With best wishes.

Louise Leah