

5th January 2021



Dear Parents/Carers,

Thank you for your prompt response regarding key workers this morning. I can confirm that initially we can offer a place for your child(ren) with effect from Wednesday 6th January 2021, however please be aware that should staffing reduce due to Covid-19 this provision may need to be reviewed.

I am sure you will appreciate the need to minimise the spread of infection and keep the number attending school as low as possible and so I ask that if at any point you can find alternative child care provision please inform us via email (admin@woodside.heartwoodmat.co.uk).

Parents are able to vary the provision they require - we ask that parents email the school office (admin@woodside.heartwoodmat.co.uk) by 12.30pm on Friday with the following week's requirements. I am sure you appreciate it is vital to have up to date numbers to enable us to make provision for staffing.

***Please could you email requirements for the remainder of this week and for week commencing 11th January asap.**

Points to remember:

- Children must be in school between 8.30am - 3.00pm
- Please ensure us of any changes to contact details in the event of an emergency
- If you become unwell with coronavirus symptoms you must **immediately** contact school and collect your child
- Social distancing must be in force whilst your child is not in school
- School must be informed if you no longer fall in the key worker list or if you are asked to self-isolate
- Thorough hand washing must take place at home before you leave for school.

The children will be split into three groups (Reception and Year 1, Year 2 & Year 3, Year 4, 5 & 6).

Reception and Year 1 children should come into school and line up by the railings to enter via Reception entrance gate.

Both remaining year groups should line up on the carpark. I will be out to supervise this tomorrow morning.

The school kitchen will be open and we will be providing a limited meal choice if required or alternatively children may bring in a packed lunch from home.

We are continuing to offer a limited wrap around care via Woodpeckers and as requested earlier, please ensure that you email woodpeckers@heartwoodmat.co.uk with your requirements.

Yours sincerely

A H Simpson

Headteacher