



20th March 2020

Dear Parents

Re: Key Worker Arrangements for Pupils

You have informed school that you are a Key Worker and therefore need your child/ren to attend school during school closure time.

In order to have appropriate staffing levels in place, we are asking all parents to inform us one day in advance of their child's attendance by calling school admin office between 8:30am and 9:30 am so that staffing arrangements for the next day can be made.

However, we fully appreciate and understand that some key workers, particularly those working for the NHS, may be called on duty at short notice and are therefore unable to inform school in advance.

Timings

- School will be open 8:30am to 3:30pm, Monday to Friday the weeks leading up to Spring Break
- School will close for Spring Break on Friday 3rd April 3:30pm; in support of our key workers this will be a normal day, not ½ day as stated in the school calendar

Supervision Arrangements

- Pupils will be split into small age groups and supervised by a staff member
- Pupils will do the work allocated by their class teacher and therefore **MUST BRING IN THE PUPIL PACK** which was given out

Break Time

- All pupils will have a morning and afternoon break
- Pupils should bring in a piece of fruit for morning break

Lunch Time Arrangements

- Pupils will be split into 2 groups and have a staggered lunch time
- All pupils **MUST** bring in a lunch box
- Pupils must not bring any food contain nuts





Miscellaneous

- All pupils must bring in their own, clearly labelled water bottles
- Key Stage 2 (Yr3 to Yr 6) must bring in their own prayer mat every day
- Pupils can attend school in their own clothes ☺! However, they need to be suitably dressed, bring in a coat for break time and wear sensible shoes

Admin Office

- Will be open daily from 8:30am to 4:00 pm

Emergency Contacts

- If there is any changes to emergency contact that school has, please bring in contact details when dropping off your child
- Should a child develop a cough or temperature, they will be isolated and parents/emergency contact informed and the child would need to be collected immediately and kept at home for 14 days, in line with current medical guidelines

As you are aware, the “government has asked parents to keep their children at home wherever possible, and schools to remain open only for those children who absolutely need to attend”.

...“the fewer children making the journey to school, and the fewer children in educational settings, the lower the risk that the virus can spread and infect vulnerable individuals in wider society”.

Our prayers are with you and your families and we asked Allah for his forgiveness, mercy and protection from any harm.

Wassalam

Mrs D. Ghafari
(Acting Head Teacher)

Mrs M. Mohamed
(Executive Head Teacher)

