



www.swanlandschool.co.uk

20th March 2020

Arrangements For The Children Of Key Workers

Dear Parents/Carers

PLEASE READ THIS LETTER CAEFULLY. WE ARE VERY SHORT STAFFED IN THE OFFICE AND WE MAY NOT BE ABLE TO ANSWER YOUR PHONECALLS. PLEASE ONLY RING IF ABSOLUTLEY NECESSARY, OTHERWISE PLEASE EMAIL office@swanlandschool.co.uk FOR ANY ENQUIRIES.

By now you will have seen the letter from Mr Huscroft on behalf of the Trust, regarding who qualifies as Key Workers. I would like to reiterate how important it is that only those who are on the list of Key Workers and have no safe alternative to sending their children in to school should use this offer. This is of utmost importance in keeping everyone safe and preventing further spread of this virus. If someone in your house is able to work from home, then please do not send your child to school.

If you have filled in the form and, having read the list of Key Workers, you still feel that this is the only option for your child(ren), then below is the information that you will need to know.

If you have filled in the form and only need to send your child(ren) on certain days, we would encourage this rather than having children in school unnecessarily. If you have already filled in the form and find that you do not need to send your child(ren), this is absolutely fine, please ring the school absence line and let us know if this is the case. You should do this by phoning the school number then dialling 1 to leave a message- **please do this rather than waiting to speak to someone.**

We will send the e-form to all parents weekly so you may inform us of who will be attending the next week.

Before and After School Wrap Around Care

We have offered the use of our facilities for the Swanland Kids Club during this time. Again, this is only for the children of Key Workers and should you need to book, please contact the Kids Club.

School Opening Times

Other than for Kids Club, school will start and finish at the usual times and ALL children should enter through the front door so we can register them there. All children should arrive at school between 8.40 am and 8.50 am. All the usual gates will be open and parents can also drop off by pulling into the carpark, letting the children out of the car and we will collect them from the car park. For pick up, we will bring children on to the big playground to be collected. This will mean parents do not need to enter the school unnecessarily.

NB School newsletters, school news and events calendar can be found on the website: www.swanlandschool.co.uk

The School Day

Please note that we will not be running a normal school day during this time. There will be no formal teaching taking place during this time. We ask that the children bring their homework packs that have been provided; we will allow them to work on these and support the children to do this with the limited staff that we have. Please do not send your child because you are worried they will get behind with their work; this is not the intention of this offer.

What children will need to bring

Children do not need to wear their school uniform but should come dressed for playing sports and playing outside with suitable outdoor footwear and a warm coat. Please also send a pair of indoor shoes and a water bottle. Also all children need to bring their homework packs.

School Lunches

At the moment, we are still able to provide school lunches and on Monday this will be pizza. Please pay for this as usual on Parent Pay. Children in receipt of free school meals will not need to pay.

Alternatively you can send your child with a packed lunch.

Easter Holidays

We are currently looking in to being able to be open during the Easter holidays if this is something that is needed. It maybe that this is provided at Swanland or between a few local schools. However, school will not be open on Easter Monday or Good Friday. We will be in touch when we are able to give you more information about this.

Thank you for your continued support, now and into the future.

Yours sincerely



Chris Huscroft
Executive Head Teacher



Hannah Stephenson
Head of School