



Friday 5th June

Dear Parents and Carers

Procedure for giving school notice for your child's return

As you are aware, from June 8th we plan to open our sites to key worker children and those identified as vulnerable. This will continue to be the case until further notice. If your child falls into either of these categories, you may decide that you wish them to return at a later date.

If this is the case please follow the process below as there are points that need to be considered-

- Please contact the office and they will take your details. Class teachers are not in a position to take them from you to pass them on.
- You will need to allow 1 weeks' notice from informing the office and the date you wish your child to start. This is necessary so we can carry out the appropriate risk assessments, put in place all the safety factors and ensure we have the correct staffing ratios in place. We cannot put too many children onto each group as this will exceed the current class capacity.
- Once our risk assessments and ratios have been reviewed we will contact you with a return to school date for your child.

Therefore, please be aware that it will not be possible for children to turn up on the day as we need the prior notice outlined above for your child to return safely. If this happens and we are not expecting your child, they will need to return home to you.

Kind regards

Mrs R Pryme

Executive Principal

