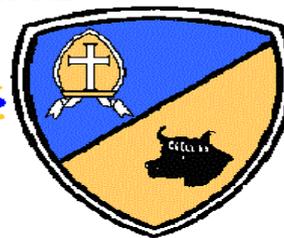


# ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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20 March 2020

Dear Parent/Carer

Once again, this is not a letter I ever expected or wanted to write as a Headteacher, but this is an unprecedented situation not only in schools, but also across our communities and our country.

Overnight we received the government guidance needed to prepare for opening the school as a reduced provision from Tuesday next week.

In the guidance, the government make it clear that in order to further limit the spread of COVID-19, children should stay at home where possible. **Schools are asked to stay open for only those who absolutely need to attend.**

**The childcare provision we are providing is for those parents deemed 'key workers'. To protect our staff's health and wellbeing and limit the chances of spreading the virus in our community, please only use St Luke's emergency childcare provision if you have absolutely no alternative childcare.**

**Where only one parent is a 'key worker' we ask you to make arrangements to look after your child at home. This will reduce the risk of infection and lower the chances of spreading the infection.**

Parents whose work is critical to the COVID-19 response are detailed in the guidance published today:

*"Parents whose work is critical to the COVID-19 response include those who work in health and social care and in other Key sectors outlined. Many parents working in these sectors may be able to ensure their child is kept at home. And every child who can safely be cared for at home should be".*

However, we are only going to be able to look after a limited number of children with the reduced staff we will have at our disposal and therefore **if only one of you is a key worker we ask you to make arrangements to look after your child at home.** If necessary, we will prioritise NHS and emergency services staff where both parents are 'key workers' as we may not be able to support everyone with this offer.

**We need you to inform us, by 3:00pm today,** whether or not you believe you fall in to the eligible group and what days you will require your child to attend. **Please only apply for a place if you really need it so that we can care for the children whose parents are working to save lives and keep our country running.** We will write to individual parents after 3:00pm today with details of arrangements for next week.

Additionally we will ask you for evidence of your key worker employment before we can offer provision on site to a child. If you have not already done so, we will require one of the following:

- an email sent directly from your place of employment
- an employee ID badge
- a letter from your employer

**School will be completely closed on Monday 23 March 2020.**

**From Tuesday 24 February 2020 we will be operating a skeletal care facility only, between the hours of 8.45-3.15pm, for the limited number of eligible children.** However, as I said the education of our children remains at the heart of what we are aiming to do as a school. The children who remain in school will be supported to work through their home learning packs and complete the daily tasks set by their class teacher.

You can keep up to date with the current guidance through the following mediums:

- Phone: 0800 046 8687 Opening hours: 8am to 6pm (Monday to Friday)
- Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)
- Website: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public> (this site is updated at 2pm each day)

We are reassured by the government briefings, actions and support that things will return to normal, and we will achieve this sooner if we continue to work together and follow government advice.

I send you my heartfelt thanks for your understanding and empathy for our staff. Without this things would be a lot more difficult. My staff are truly grateful for your kind words and gratitude. As a parent myself my thoughts go out to our Year 6 class whose planned celebrations of their time at St Luke's have been cut short. I hope that we are able to return before the summer holidays to celebrate their transition to high school, but if we are not myself and all the staff wish you and the children the very best of luck. We will arrange a celebration for them at St. Luke's once things return to normal. Together we can do this!

Yours sincerely,

Mr S Hardaker  
Headteacher

