

St. Paul's Church of England Primary School

an academy in The Good Shepherd Trust



School Lane
Addlestone
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Friday 20th March 2020

Dear Parents & Carers

This letter is to confirm that your child is eligible for a place in our emergency childcare provision during this period of school closure. Please bring your child to school on Monday 23rd March. Normal school hours will be covered i.e. 8:45am until 3:10pm.

General Arrangements

The main gates will be opened at 8:45am each morning, Monday - Friday.

Reception, Y1 and Y2 children – please drop your child off at the Lower Base gate and they will then enter the school via Dolphins class. Children will be dismissed from the Lower Base gate (not their usual classrooms) at 3:10pm.

Y3, Y4, Y5, Y6 – children to enter the school via Junior gate as normal. Children will also be dismissed from the Junior gate.

Please ensure your child brings their Home Learning book / sheets that their teachers have provided.

As we are not providing statutory education during this time, please be aware that if your child's behaviour becomes unacceptable then we reserve the right to cancel their place.

Uniform

We do not require children to wear school uniform during this period so they may come in mufti. Please also ensure your child wears trainers or brings a pair of trainers to change into.

Lunch

Universal Infant School meals does not apply during this closure period, so if your child is in YR, Y1 or Y2 you will need to pay for school meals unless your family is eligible for Free School Meals. Any children who are entitled to Free School Meals across the school will be able to have one unless you would rather provide a packed lunch.

Our kitchen team are able to provide school meals for any children attending over the closure period, so you are welcome to order this for your child if you wish to. The cost is £2.35 per day per child. Please let us know on Monday morning if you wish to order for the week ahead. It would really help our office staff if you could bring the money in a named envelope or pay online in advance using Scopy.

Alternatively **any child** may bring in a packed lunch if this is your preference.



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Extended Care

We will still be offering our (chargeable) breakfast and after school provision for **critical workers only** if they need it and while we have enough staffing to cover this. In addition, if your child normally attends either or both of these clubs then you may continue to send them.

Please email keyworkers@st-pauls-addlestone.surrey.sch.uk to let us know if you would like this provision and on what days. Breakfast Owls is £4 per child 7:45am -8:45am. Afternoon Owls is £12 per session 3:10pm – 5:45pm.

COVID-19 Risk

Please remember, if it is at all possible to keep your child at home then you should do this in order to minimize the risk of catching / spreading the virus. **Every child who can be safely cared for at home should be.** In attending their school setting and mixing with lots of other children and adults, there is a much greater risk of being exposed to the virus at some point. You can inform us **at any time** that you no longer require the childcare provision.

We will do whatever we can to help the national effort to reduce deaths. Therefore we will remain open whilst it is required and when it is safe to do so for the purpose of providing this vital childcare.

It may be that you don't need us to look after your child for the whole day, and you may not require every day – please let us know via the keyworker@email (full address below) if this is the case so that we can plan accordingly and meet our safeguarding requirements.

If any child is unwell or has symptoms of COVID-19, they will not be allowed to come to school and you will have to isolate your household for 14 days from the onset of each person's symptoms.

You can continue to find the latest Government advice on the DfE website and NHS direct; as well as a range of other websites and media. When we have any further information, we will of course contact you with this.

Please do contact us if you have any questions by phoning the school or emailing

keyworkers@st-pauls-addlestone.surrey.sch.uk

Kind Regards

Mrs Kaye

