



www.suttertonswinesheadfederation.co.uk

Two travellers are transformed and enriched by sharing their journey with a guide. We view our work to be similar in making a difference to future lives. We travel together on our journey of transformation and commit our school to always being supportive, nurturing and challenging.

Luke 24: 13 – 35

Friday 20th March 2020

Dear Parents and Carers,

The school will open on Monday 23rd March 2020 for children that fall into specific categories.

These categories include:

- Children where parents are key workers
- Children who have an EHCP (Educational Health and Care Plan)
- Children who are in care (LAC children)
- Children who have a social worker

We are following government guidance of a maximum of 20% occupancy and to ensure we continue to ensure safety of all pupils and are able to continue to reduce the risk of the spread of the virus, we will only be able to facilitate childcare for a specific number of children. Unfortunately, depending on the amount of responses, we may not be able to offer all eligible children with childcare and we may have to prioritise based on two parents who are key workers and single parent key workers and those with an EHCP or a social worker as a starting point.

I WOULD LIKE TO STRESS THE IMPORTANCE OF THE GOVERNMENT GUIDANCE THAT STATES:

“If children can stay safely at home, they should, to limit the chance of the virus spreading. That is why the government has asked parents to keep their children at home, wherever possible, and asked schools to remain open only for those children who absolutely need to attend and cannot arrange childcare.”

Attendance

I will let you know if you have childcare for the next two weeks once I have a full list of all eligible families. In the event that we are over-capacity or if we are unable to open due to staff absence, we will signpost you to another school or setting that may be able to offer childcare.

Opening Times

It has been decided that we will open at the normal time. There will be a breakfast club at Swineshead and we are not offering after-school club provision or weekend care.

Lunches

From Monday 23rd March 2020, the children that attend will need to bring a packed lunch. A packed lunch will be provided for all free school meal children or if you have ordered one through the Farm Kitchen. We are also offering a daily packed lunch to all free school meal children who are not in school. This can be collected from the school reception area between 12:00 – 12:30 pm (a separate letter to follow). Due to staffing and food issues, we will not be able to offer a hot lunch.

Swineshead St Mary’s Church of England Primary School, Abbey Road, Swineshead, Boston, Lincs, PE20 3EN Tel: 01205 820356

Sutterton Fourfields Church of England Primary School Park Avenue, Sutterton, Boston, Lincs, PE20 2JN Tel: 01205 460547



Staffing

To reduce the amount of people in the school building, staff have been asked to work from home where possible. A rota will be created to ensure there is enough staff on site to ensure the children are looked after and cared for between our normal working hours. Children in school with an EHCP will not have their usual 1:1 TA because some staff are self-isolating, some staff are on the Governments vulnerable list for 12-weeks and we also need to implement our own social distancing measures and minimise the contact for staff.

School office

The school office will be open from 8:30 am – 10:30 am only. Please leave a message on the school answer machine or Dojo if you need to contact the school outside of these hours. The school office may close earlier if there is no demand for the member of staff to be there.

Health and safety

All staff are trained in how to report a safeguarding matter to a designated safeguarding officer. Mrs Hutchinson and Ms Williams are designated safeguarding leads and you can contact them through Dojo or refer to a member of staff in school.

A designated first aider will be in school at all times. Please make sure we have all your child's usual medicines in school

We will not admit any child or allow staff members to work who are displaying signs of Covid-19.

Please do not send your child to school if they have a temperature, a persistent cough or a member of your household is self-isolating.

School work

At this time, education has to take a back seat. Everybody's health must be the priority. Staff who are working in school on a rota will provide activities for your child whilst they are at our setting. Staff who are on the Government's 'vulnerable' list and not self-isolating due to illness will be send weekly on-line learning resources and activities for your child through Class Dojo. Please ensure you are signed-up to this by the end of the day.

Confirmation of a school place

I will send out a slip at the end of the day to inform whether you have childcare and on what days. We hope to be able to accommodate most of our parents and will signpost you to other providers if we are not able to accommodate your child due to staffing shortages and demand is above supply.

Kind regards,

Mrs CV Collett
Executive Headteacher

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