

Ladysmith Federation

Ladysmith Infant & Nursery School

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Dear Parent / Carer,

As you are probably aware, we are opening up the school to more children from tomorrow. At the same time, we are also seeing a higher demand for our key worker group, which has now become two groups in order to keep numbers at an acceptable level. Unfortunately, we do not have an infinite amount of staff or toilets to enable us to keep adding further groups. This means we need to ask all parents in Year's One and Two to let us know if they are going to need the key worker group in the next two weeks. We are also going to have to prioritise those children whose parents are both key workers or who live in a one parent household and their parent is a key worker.

I have attached a booking form for the weeks commencing 8th June and 15th June. If you (and your partner/spouse) are a **key worker**, can you please return this form by tomorrow evening stating which dates you will need to send your child to school.

We have, until now, been able to accommodate children who have only one parent as a keyworker but this is becoming more difficult. If you have not sent in a copy of your employer's key worker letter or a copy of your work identification please do this when you return the booking form. If we do not hold sufficient evidence of your key worker role, we will not be able to accept your child into the Rainbows group.

All parents sending their children back to school have been asked to agree to the following and work in partnership by:

- Not sending your child to school if he/she or any member of your household has symptoms associated with corona virus
- Making sure that you all wash your hands when you leave the house
- Avoiding public transport where you are able to. If used, to follow the guidance issued. Walking and cycling are very much encouraged.
- Only one parent accompanying your child to and from school
- Entering by the designated gate and using the designated spot for drop off
- Following the one-way directions around the school site and not entering the building unless at a pre-arranged time
- Maintaining social distancing on site
- Providing your child with a named bottle of water
- Not allowing your child to bring anything additional into school, other than a coat, fruit snack and lunch (if not having a free school packed lunch)
- Washing your child's clothes on return home after school
- Minimising contact between your child and others outside the home and in line with Government recommendations

As part of the booking form you are asked to agree to the guidelines above, working with us in order to minimise risk to both your own family and to others.

We appreciate that your role as a critical worker is important and we want to support you as much as we can. As the number of key workers returning to work rises, the number of children in the group is also rising. If you have alternatives to sending your child into school we would encourage you to limit your use of the Rainbow key worker group. This is so that we continue to have places available for those critical workers who have no other option. Parents who have a non-key worker currently at home should **not** send their child in.

You will need to book your child into the Rainbow group on a fortnightly basis. We will not be able to accept your child if he or she is not on the register for the day. If you are ever unsure about a booking, please contact us through our infant.admin@ladysmithfederation.net email address. We are always happy to discuss any aspect of your child's schooling.

The day starts at 8.50 and the gate will be closed at 9. Our 'staff to pupil' ratios make it difficult to see your child in after this time and we may not be able to accept your child into school if you are late. Please make sure you collect your child promptly at 3.20.

We have been available to Key Workers throughout the lockdown period and will continue to be here for you when needed. As always, please contact me or Mrs Collinge if you have any queries, comments or suggestions.

Best wishes,

Emma