



Sunday March 22nd 2020

Dear Parents and Carers.

As of tomorrow, TCLT schools will be open only to **eligible** pupils who cannot be safely cared for at home. If you have a safe alternative, **do not** take up a place. If you only need a part time place, only send pupils part time.

Please indicate on the attached form your requirements for **this** week.

Social Distancing Approach at TCLT schools

On Friday, the Government issued guidance about social distancing and we will be attempting to do this in our schools at this time, where possible. We will do this by:

- Asking parents to stay outside 2m away when they drop off or collect children
- Ensuring pupils wash their hands as they enter our buildings and at key times throughout the day (if you have a hand sanitiser and can send it with them, that would be very useful)
- Teaching pupils about social distancing and supporting them in an age appropriate way to maintain a distance from other pupils and staff
- Keeping them in small groups throughout the day and at lunchtime
- Letting them be outside as much as possible, a safe distance apart
- If they are unwell, they will be isolated from other children

We will only open part of the building to pupils so it can be thoroughly cleaned each night, and if we have a suspected case, we will close that room for 72 hours and have it deep cleaned.

We are doing this to keep your children and, therefore, you as safe as possible, to minimise the spread, in line with the national guidance on social distancing.

The children will not be receiving a standard teaching day in any form, and they may be cared for by staff other than their teacher. This will definitely be the case as we move forward, as we are experiencing staff shortages. Further information about next steps will follow this week.

If you can please prepare your child for this.

We will provide lunch, in some form, and if you pay for lunch, you can pay for it in the normal way, but that will be sorted out as we move forward.

Please complete the attached form and email it to us, or bring it with you when you come in the morning. If you are unable to do this, please phone the Office, who will complete this for you.

Collecting your child: If you are collecting your child, at the normal time, please wait in the playground, respecting social distancing.

If you are coming early for your child, please phone the school in advance 01661 833215 and your child will be brought out to you. Please DO NOT ENTER OUR SCHOOL BUILDING.

Please ensure we have emergency contact numbers for you. We will send your child home if they show any symptoms and you will be required to self-isolate. We will not be able to readmit them into our provision for 14 days.

For those of you going off to keep the country running, we are grateful for your contribution and we will do our very best to keep your child safe. We hope you continue to have good health in this terrible crisis.

Yours sincerely

A handwritten signature in cursive script that reads "Alice A. Witherow". The signature is written in a dark ink and is positioned centrally on the page.

Alice Witherow
Chief Executive Officer

Ovingham Middle School	
CHILD'S NAME	
EMERGENCY CONTACT NUMBERS (2)	1. 2.
FOOD ALLERGIES	
MEDICAL NEEDS	Such as asthma/ medication taken at school

Childcare requirements – OMS will be open from 8.30am until 3.30pm

Please indicate (you can collect your child early)

Please ✓	Monday	Tuesday	Wednesday	Thursday	Friday
AM session					
Drop off Time					
PM session					
Pick up Time					

For forward planning purposes please indicate if you will require care for your child during the planned Easter holiday. Please note this may **not** be provided by TCLT schools. We are liaising with the Local Authority for forward plans.

Please tick if you need Easter holiday cover :

YES. I DO require care for my child during the planned Easter holiday.

NO. I DO NOT require care for my child during the planned Easter holiday.