



1st April 2020

Dear Parent/Carer

School based provision – Monday 6th April onwards

As you are aware, school is closed to all students, except children of key workers and our most vulnerable students. According to our records, your son or daughter falls into one of these two categories and you have requested a place for them at the school-based provision.

I am writing to let you know that our school-based provision will be based at Ashfield Primary School from Monday 6th April 2020. This is because we now have a clearer picture of who requires supervision / childcare across our Family of Schools, and it makes sense to group schools together in order to provide supervision throughout the Easter holiday and into the summer term, so that we can ensure we can continue to:

- offer supervision / childcare for those children that need it in all our schools.
- staff the provision appropriately, while maintaining small group sizes and keeping in place the measures we have in place to minimise the risk of infection.
- reduce the number of staff across our schools who need to work on site

Therefore, from Monday 6th April, students who have been attending the Prince Henry's provision (along with those who have been attending The Whartons Primary School provision) will now be based at Ashfield Primary School, forming a 3 school 'hub'. Current staffing levels mean that the students and staff from the 3 schools will be kept separate, therefore not increasing social mixing. Many schools across the country are moving to a similar 'hub' approach.

Prince Henry's students will continue to be supervised by Prince Henry's teachers and supported to complete the remote learning activities set by their teachers. Students should arrive at the Ashfield School site by 8.25am and will be dismissed at 3pm, as usual. The school buses will operate as currently but will drop students at Ashfield Primary School site rather than Prince Henry's. If your child will need to access the bus service, we recommend that you check for updates on the school website or telephone Prince Henry's school office. Please note that there will be no bus service on the Good Friday and Easter Monday Bank Holidays.

Due to the small numbers now attending our school-based provision and reduced staff availability, it is no longer possible to provide catering for students. **Therefore, please provide your child with breaktime snacks, a packed lunch and a water bottle each day.** Those entitled to Free School Meals are now receiving supermarket vouchers to help with the cost of providing a packed lunch.

In order to reduce the risk of infection at school:

- Students will follow government advice regarding hand washing and respiratory hygiene. This includes washing their hands thoroughly on arrival at school, before eating at break or lunchtime, and after using the toilet
- Student will sit apart from other students in classrooms and in the dining room at break and lunchtime

- Students will be expected to stand apart from other students when outside during break and lunchtimes
- Student will use the same computer each day. Computers keyboards will be cleaned each day.
- Students will only use limited parts of the building. In these areas we have provided tissues for students and staff, plus wipes to assist with ongoing cleaning. These areas will also be prioritised by our team of cleaners each evening.

Reducing the risk of infection at home:

We ask that you take the following actions at home to reduce the risk of bringing the virus into school:

- If you become unwell with COVID-19 symptoms, you must **immediately** contact Ashfield Primary School (01943 463341) and arrange for collection of your child.
- If your child develops symptoms of COVID-19, you must keep your child at home and follow government guidance about self-isolation
- Social distancing **must** be enforced whilst your child is not in school
- Follow government guidance regarding hand washing and respiratory hygiene. This includes washing hands thoroughly before leaving home, before eating, when they get home from school and after using the toilet
- We recommend that your child wears fresh clothes each day and that once your child has returned home from school their clothes are put straight in the washing machine
- We recommend checking your child's temperature before they leave the house each day

Please continue to communicate with Prince Henry's (info@princehenrys.co.uk or 01943 463524) regarding provision - for example if there are any changes to your requirements, or to report student absence. Also remember to regularly check the dedicated 'School Closure' section on the home page of our website for the latest information and updates.

Yours faithfully



Ms Janet Sheriff
Executive Headteacher