



22nd May 2020

Dear Parent/Carer

School based provision for key worker children and vulnerable students

I am writing to share further details regarding the arrangements for school-based provision, which will be located at Prince Henry's from Monday 25th May 2020.

Arrival and departure at school:

- Students are expected to arrive by 8.25am, ready to enter the building at 8.30am (except during the half term holiday when there will be a later start at 9.00am – see below). Students should avoid arriving before 8.15am as there will be no supervision.
- Students should enter the school building through the door nearest to Henry's Diner (opposite the Music Block). It is important that students avoid using any other entrance in order to reduce the risk of infection.
- On arrival students will be required to wash their hands in the toilets nearest to Henry's Diner and then wait in the upper part of the dining room until they receive an instruction from staff to go to the room where they will be working.
- School based provision will end at 2.30pm (3.00pm if required and requested in advance).
- We have created registers for attendance each day, based on your request for places, and will therefore telephone you or send absence text messages if expected students fail to attend. To avoid this, please contact school as soon as possible if your child will not be attending to take up their booked place.

Break and lunch:

- Due to the small numbers attending our school-based provision and reduced staff availability, we are not able to provide catering for students. **Therefore, please provide your child with breaktime snacks, a packed lunch and a water bottle each day.** Please note that large bottles of fizzy drinks and energy drinks are not allowed and will be confiscated.
- Students entitled to Free School Meals should be receiving supermarket evouchers to help with the cost of providing a packed lunch. Please contact school if you think you are entitled to Free School Meals and you are not receiving evouchers.

Student Conduct:

- Students will be expected to meet the high standards of behaviour expected during 'normal' school opening.
- Students not meeting these expectations will be sanctioned. This may include instructing a student to work separately in another room.

School buses:

- The school buses will operate as currently but will return to dropping students at 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 over the half term holiday week.

Clothing and equipment:

- Students are not required to wear school uniform. However, they should wear clothing appropriate for classroom-based activities and bring a coat as they will be expected to go outside for fresh air at break and lunchtime.

- Students should bring the usual learning equipment, including their iPad and Student Planner. We recommend that students also bring headphones as some of the remote learning activities may use audio.
- Students should bring suitable clothing and shoes to participate in daily sporting activities.
- We recommend that students bring in a classroom-based activity that they can do quietly and independently, in the event that they complete all the distance learning tasks set for the day.

Half term holiday provision (Monday 25th – Wednesday 27th May):

- During these three days of the holiday period, the opening hours will be 9.00am until 2.30pm for students who have a place booked by their parents. If you would like your child to attend and you haven't booked a place, please contact the school as soon as possible.
- Students attending over the holiday period will not have online learning to complete but will be expected to participate positively in the structured activities provided.
- School will be closed to all students on Thursday 28th and Friday 29th May.

In order to reduce the risk of infection at school:

- Students will be expected to 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 be expected to follow strict social distance rules, which includes sitting apart (2 metres) from other students in classrooms, in the dining room and when outside during break and lunchtime.
- 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 Prince Henry's 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 checking your child's temperature before they leave the house each day

Please continue to communicate with us (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.

Thank you for your continued patience and understanding as we try to respond to the ever-changing demands of the COVID-19 emergency.

Yours faithfully



Ms Janet Sheriff
Executive Headteacher