



# OLD PALACE PRIMARY SCHOOL



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20th March 2020

Dear Parent/ Carers,

The school is following Department for Education guidance by providing childcare for vulnerable children and the children of key workers, who are unable to keep their child/ren at home.

When dropping off their children on Monday, **key workers will need to confirm that it is not possible for their child/ren to be at home** and will also need to provide **evidence of their employment such as a work ID or recent payslip**. Those working part time, will only be entitled to childcare on their days of work. Schools are being advised to try to keep numbers of children low, in order to support social distancing measures.

During next week the childcare provision will be provided at the school, delivered by a skeleton staff. In future weeks, the local authority is looking at setting up hubs for children in a certain area. As soon as we know more we will let you know.

The school will be open from 8.30am to 3.30pm next week. The children do not need to wear school uniform, but will need to bring their PE kit every day. They will not be completing lessons; instead a range of activities such as reading, art and sport will be provided that learners of all abilities can access. We will be able to provide lunch on Monday and Tuesday. If we are not able to do this later in the week, we will ask parents to provide a packed lunch. The children should wait in the Key Stage 2 playground in the morning. They will also be dismissed from there at the end of the day. Parents can provide children with a healthy snack for playtime, if they wish to do so.

We have records of the children's allergies and collection details, so we will continue to apply these next week. If there have been any changes to your emergency contact details, please let us know on Monday, so that these can be updated.

Yours faithfully,

Mr Palmer  
**Headteacher**



Headteacher: Mr G. Palmer BA (Hons)  
School Business Manager: Michele Walsham