



Monday 2nd November 2020

Dear Parents and carers,

Following Saturdays' announcement from the Prime Minister I wanted to reassure you that we are working within all DfE guidelines to ensure that the school remains open and working as safely as possible through this half term. We are expecting updated guidance to be communicated today.

What we will do:

- Review our practise to ensure that we follow all the expected guidelines.
- Ensure the risk assessment is updated and follows all expectations. The risk assessment is on the website for reference and is agreed by the Governors and Trustees of the school.
- Continue to ensure that staff follow social distancing measures within school from other adults and where possible pupils too.
- Report any confirmed cases to PHE and yourselves as parents. Please note we cannot name individuals as I am sure everyone understands the right to confidentiality. We will contact any bubbles directly as well as send out each parent a letter.
- Ensure that staff and pupils follow social distancing within school via their class bubbles as well as hygiene routines.
- Cleaners are on site throughout the day to ensure that we keep communal areas as clean as possible.
- Provide remote learning where children are expected to self-isolate. Let us know if you have any questions about how to access seesaw or any aspect of the learning

What we ask you to do:

- Please continue to keep your distance from anyone outside of your family bubbles when on site.
- Keep us up to date with your contact information. We are using the Parentmail app as well as Seesaw to keep you up to date and email is the most efficient way to do this.
- If you have any questions, then please contact us via the office. Staff are available every morning outside in the bottom and middle



playgrounds if you would like to speak in person or ring on 0208 764 2923.

- Let us know if you have difficulties with accessing emails or online information and we will do our best to work with you.
- Please do not send children in with any symptoms and keep us informed if you are self-isolating.

By ensuring that we follow all the guidelines, I am sure that we will continue to working together to keep our children's learning going on whilst keeping ourselves safe through this half term.

Best Wishes

Miss Cranham
Headteacher

