

Dear Parents/Carers,

We are able to offer you a place for your child as a key worker. School will open from 8.55am until 3.15pm. There is no before or after school provision. Please see below for the arrangements for tomorrow. It is essential **that you do not send your child into school, if they are showing any symptoms or are unwell.**

Arrangements for Tuesday

- Children should be dropped off at 8.55am and collected 3.15pm in the Key Stage 1 playground. **Please when dropping your child(ren) off, remember the social distancing protocols and stay 2 metres away from others.**
- If you have been offered a part-time place your children will need to be collected from Reception at 12.30pm or if joining for the afternoon session dropped off at 12:30pm.
- Could all children please wear comfortable/sports clothes and trainers. No ear-rings, or accessories (watches, rings, etc), all hair needs to be tied back.
- Children will need to bring **a labelled water bottle** and a **snack in their bag**.
- Do not bring any unnecessary items from home.
- Before your child(ren) are dropped off, **we must have your updated contact information sheet.**
- A free school meal will be provided for your child or they can bring their own lunch.

Please remember the office and school is shut and there will be a minimum of staff in school.

It is essential that we have all your up to date contact information, please could you fill in the attached information below and return to school via email by 2PM today . All contact information needs to be emailed to admin@st-teresas.nottingham.sch.uk before we allow your child on site.

Updated contact information: Please return TODAY ASAP

Contact 1

Name:

Number:

Email:

Relationship:

Contact 2

Name:

Number:

Email:

Relationship:

Contact 3

Name:

Number:

Email:

Relationship:

I hope that you will understand that we have limited resources available and a duty of care to protect our staff and that decisions we may have to take around prioritising children will not be taken lightly. St. Teresa's will remain open as long as our staffing ratios allow. **Changes to our provision may change at short notice, as we cannot predict our future staffing levels.**

Please be assured that school staff are working very hard and in very difficult circumstances to maintain normality for our children and community. Therefore, I would very much appreciate your patience and perseverance during these uncertain times.

Yours sincerely,

Mrs Glynne-Jones