

AS/kl

20th March 2020

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Dear Parent/Carer,

As noted in my letter of earlier today, we are gathering information related to students who will be in school next week. If you are a Key Worker and intend to send your child into school, please ensure that you have completed the Key Worker form sent out by school this morning. This form is also available on the school website. **If you have completed this form and have not heard anything from the school to the contrary, you can assume that the provision you requested has been approved.**

If your child has specific needs and could be eligible for a place in school on that basis, **you should follow the guidance given by school staff through the phone calls you will have received today or yesterday.**

If you have any questions about whether or not your child can come into school at any point in the foreseeable future, please contact me at Farlingaye (asiewwright@farlingaye.suffolk.sch.uk).

If your child is attending school next week, please see the guidance below, which relates to the supervision programme we are running in the weeks to come. Clearly, things will be flexible and may change as we adapt to changing numbers and changing circumstances. We are planning that students will be supervised in small groups by different staff on a rota basis. There will be someone on Reception to answer general questions and take messages. The key information that you need at this point is as follows:

- If attending school, students should report to the New Hall each morning for registration
- Families of students who we are expecting in school should phone the absence line as usual to inform us of any absence, providing a brief explanation
- Most work sessions and activities will be based in the Maths area. There will also be some activities in Art and PE areas
- As far as possible we will be following the timings of a normal school day
- The canteen will provide a limited food service at break and lunchtime
- Students should be in full uniform

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- A variety of different activities will be provided, including the tasks set by teaching staff on SharePoint and Seneca
- Students should bring their normal school stationary equipment with them and a reading book
- Students should also bring their PE kit in order to partake in more active sessions that may be provided.

Obviously, these are unsettling times for students but our expectations in terms of behaviour and attitude will be the same as usual and therefore, normal school rules and sanctions will apply.

Thank you again for your support and please let me know if you have any questions.

Yours sincerely,

Dr Andy Sievewright
Headteacher