

12th November 2020

Dear Parents / Carers,

Due to the ongoing challenges linked to Covid 19 we will be making a change to our school week.

From week commencing Monday 16th November Reception Class to Year 6 will be closing at 12.45pm on a Friday.

Nursery will not be affected.

Reasons for this decision are:

- Covering teachers' planning, preparation and assessment (PPA) is a legal requirement and is proving very challenging because staff must avoid moving between bubbles to cover teachers. Teachers will be able to have their PPA time during Friday afternoon and this leaves the rest of the week clear for teachers to remain in their classrooms.
- Any essential training for staff can be carried out on a Friday afternoon as covering staff will not be required.

12.45pm on a Friday will be just like our usual home time. Children will exit from their usual doors.

We hope you understand that in these unusual times we are doing everything we can to keep school running safely and effectively. This change will enable our teaching and learning to continue and will avoid us having to close as many classes due to staffing issues.

If this is going to prove impossible for you to manage please let us know and we will consider cases on an individual basis.

This will be in place until Christmas when we will review how things are going.

If you have any questions please do not hesitate to ask.

Kind regards

Noreen Dunn

Executive Head

Clare Cosgrove

Head of School