



Northborough Primary School

Headteacher: Mr S Mallott
Deputy Head: Mrs A Jackson

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05/01/21

Dear Parents and Carers,

Provision for Key Worker families and vulnerable children.

Further to my communication last night, I am now in a better position to outline our plans to support the families of Critical Workers and vulnerable children.

In order for us to make arrangements for staffing from **Wednesday 6th – Friday 22nd January 2021**, it is important that you inform us if you require the key worker/ vulnerable child provision.

Please note: The Prime Minister clearly said 'the problem is that schools may act as **vectors of transmission**, causing the virus to spread; therefore we all need to protect children, families and staff. This provision should **only** be requested when it is **absolutely necessary**. This form should be completed and submitted to the school by **9pm this evening (Tuesday 5th January 2021)**. At that time the form will be closed so that planning for likely attendance numbers can commence.

Form: <https://www.northboroughschool.co.uk/form/?pid=181&form=739>

CONFIRMING EMPLOYER DETAILS. If there is any doubt surrounding your request for childcare, you will be asked to provide written evidence from your employer and how you are critical to the response. Please do not be offended if we challenge a request, we are and will continue to work with everyone's best interest in mind.

ATTENDANCE & ABSENCE. You only need to email their absence if you return this form to request provision and they cannot come due to illness or if you have made alternative plans. If you have informed us that you require the provision staff will be at school to receive them. If they are going to be absent it is important you report their absence no later than 9am for safeguarding reasons.

You must use the office@ email address as follows:

Email subject to read: KWC ABSECE – provide your child's full name and year.

Email to include: Date and explanation for absence.

Please make it clear if you are self-isolating so that a return date can be recorded. If they are absent because you have been able to make alternative child care arrangements, you must let us know.

PLANNING TWO WEEKS AT A TIME. We appreciate there will be a changing need of this service, therefore places can only be booked two weeks in advance. If you need to cancel a place, please email the school office with urgency.

SUNFLOWER SEEDS. If your child needs to attend Sunflower Seeds at the end of each day (3.30pm) you will need to notify us each morning when you drop your child off. If your child will be going to breakfast club, we will cross reference with Sunflower Seeds to confirm they are attending at the end of the day. A member of the Sunflowers Team will come into school as they normally do to collect them.

PERMISSION TO WALK HOME. If your child has permission to walk home, you must inform us via the booking form. This is only applicable to children in Year 5 and 6.

TRANSPORT. We are working with parents and the Local Authority funded School Transport team to determine whether there is enough demand for this service to continue. An update will be provided in due course.

THE SCHOOL DAY.

The school day will be the same as normal: 9am - 3.30pm.

SCHOOL LUNCHES.

If your child attends this week and you booked school lunches during the Christmas break, you do not need to do anything more. Lunch booking for w/c 11/01/21 will be send out as normal, later today. Please note this will be a hot service only.

MILK & FRUIT/ VEG SCHEME.

Cool Milk and the Fruit and Veg scheme have suspended deliveries, therefore if your children requires a snack, you should provide one for them.

SOCIAL DISTANCING. Please be extra vigilant at drop off/ collect times. You must remain at least 2 metres from the classroom door and from anyone outside your household.

LEGAL REQUIREMENT. During this crisis the school has to report attendance to the Department for Education (DfE) daily. The government will use this information to build a picture of need, demand and support across the country.

MEDICATION. Should be handed to a member of staff with the correct paperwork. Please do not leave this in your child's bag.

BE PREPARED. The school will not be expected to call parents for forgotten things i.e. Water bottles, resources, field shoes etc.

IF YOUR CHILD IS UNWELL AT SCHOOL. If your child becomes unwell at school, we will use the emergency contact information we hold on record to ask you to come and collect them.

We thank you once again for your ongoing support.

Kind regards,

A handwritten signature in black ink, appearing to read 'Mr Mallott', with a long horizontal flourish extending to the right.

Mr Mallott
Headteacher