

EXECUTIVE HEADTEACHER:

Ms Helen Comfort

(B.A.Ed.Hons, NPQH)

HEAD OF SCHOOL:

Mrs Rachel Hindle

(B.A.Hons, PGCE, M.A.Ed)



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'For Learning That Lasts A Lifetime'

20th March 2020

Dear Parent/Carer

The arrangements for childcare during the enforced school closure are as follows:-

Attached is a booking form – **this must be completed in advance** of your child attending so that we can arrange suitable staffing. **This is urgent** and we would ask that you **reply by email TODAY by 5pm** to email address: officemanager@st-margarets-dover.kent.sch.uk

1. The school day will start to 8.45am and finish at 3.15pm.
2. Please bring your child(ren) to the main entrance for registration and collect them from there too.
3. The children will complete work as set by the class teacher for the whole class and then undertake a number of other activities as time allows – craft, drama, PE, Forest School etc. Play and lunchtimes as usual to be observed.
4. Your child will need to bring a packed lunch – usual rules apply for this – as well as a fruit snack, a drink and a water bottle. We may be able to supply hot lunches in the future, we will let you know if this is the case as soon as possible. They should also bring a pair of trainers.
5. Children are to wear school uniform and usual school shoes.
6. Please be advised that the usual school Behaviour Policy will be applied and the usual school standards of behaviour will be expected.
7. Strict hand hygiene rules are to be followed at all times in order to minimise the spread of infection and to keep everyone safe. If you are able to source anti-viral hand gel please provide this for your child. We have plenty of tissues.

If your child displays the symptoms of a persistent cough and/or a fever DO NOT under any circumstances send them to school.

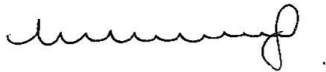
If your child is booked in and you no longer need the session please telephone the school office to advise.



As we are required to minimise contact we will be operating with a skeleton staff and personnel will be working on a rota basis.

These are the arrangements as they currently stand and may be subject to change.

Yours sincerely



H Comfort
Executive Headteacher

