

23 March 2020

Dear parent / guardian

Essential workers

I have outlined below clear instructions for your youngster which I would like you to go through together before their arrival to school. **It is very important that all the instructions and rules are abided to so we can keep staff and children safe.**

- The school will be open between 9am and 3pm
- Students must not arrive on the school site before 8.50am. No students will be allowed on site before this time.
- All students are expected to wear school uniform
- A member of the Senior Leadership team will register learners at the gate as they arrive. All students need to be registered by 9.00am.
- All students will be escorted from the gate to school by a member of staff.
- All students must wash their hands on entry to school and at regular intervals during the day
- All students will be told to maintain social distancing rules during the day including social time – this is a minimum of 2 metres
- Students will only be able to access classrooms and areas of the school as directed by Lees Brook staff
- All students must inform a member of staff immediately if they are feeling unwell, if they are displaying symptoms of coronavirus, they will be moved to an isolation and you must collect them as a matter of urgency
- If you have requested a lunch, this will be provided free of charge

Please emphasise to your youngster the importance of following these instructions and Lees Brook behaviour expectations. Failure to do so will result in this provision being withdrawn.

Thank you again for your ongoing support at this uncertain and challenging time. I anticipate that new guidance will come into force in the next coming days and weeks – as things change I will continue to keep you informed.

Yours sincerely



Zoe House
Headteacher

