

Dear Key Worker,

Thank you for completing the online form and requesting 'Key Worker' provision for your child / children from Monday 23rd March. We would like to remind you that if children can **stay safely at home, they should**, to limit the chance of the virus spreading.

The government has asked parents to keep their children at home, wherever possible, and asked schools to remain open **only** for those children who absolutely need to attend.

We also ask that, if you have a key worker in your household but can still look after your child or children at home, you should do so.

The fewer children making the journey to school, and the fewer children in educational settings, the lower the risk that the virus can spread and infect vulnerable individuals in wider society.

The next step is for you to provide us with the following information to make our planning and preparation as easy as possible:

1. Please provide us with information that confirms your current employment status to show that you meet the 'Key Worker' criteria.

We will accept photographic employee identity badges and / or appropriate paperwork that confirms your place of work.

This can either be presented by you or your child / children on Monday morning or emailed in advance to head@burnhammarket.norfolk.sch.uk

2. Please inform us of the days in which you will require provision in school for your child / children. This is of paramount importance and you should only request the days that you will actually require provision. This forms part of our statutory duty of Safeguarding for your child / children and any absence on those requested days will be followed up in the normal manner. Likewise, your child / children will not be able to be in-school on non-requested days and will be turned away.

Our intention is to collect this information weekly as we are aware that not all key workers will know their working pattern that far in advance.

To outline your required provision, please can you complete the following survey by clicking on the link below:

<https://forms.gle/VDfhug6xYecxxikPA>

We will expect all pupils to be in full school uniform and you will have to provide a packed lunch for your child / children unless they are entitled to a free school meal. Appropriate measures will be applied to ensure that pupils are self-distancing as much as possible. We must also reiterate that there will be no formal taught education provided to pupils during the course of this supervision.

The arrangements for each day will be as follows:

- Please come into the playground (bottom only) as normal and line up at 8.50am at the Seals gate (if your child is in Seals or Turtles) or on the top playground (if your child is in Dolphins or Kittiwakes).
- Children will have access to a variety of activities in the morning.
- Break at 10.15am and lunch at 12 noon.
- Please remember to send your child in with a snack for break and packed lunch.
- Please remember that the children need to wear school uniform.

- Please send your child in with a PE kit and a set of woodland clothes so that the teachers can take them out if they'd like to in good weather.
- Children will have access to a variety of activities in the afternoon.
- Please collect from the bottom playground at 3.10pm as normal.
- A member of staff will walk the children down to the bus as normal.
- If your emergency contact details change at all, please inform the school office so we are able to contact you if needed.

Norfolk County Council have confirmed they will be providing a normal transport service on Monday 23rd March. This may change later in the week, once they have been able to assess the daily requirement. We will continue to provide updates.

Thank you for your ongoing support and patience at this difficult time for us all.

Yours sincerely

Mrs Rachel Stroulger
Headteacher