

7th December 2020

Dear parents and carers,

We have had to make the difficult decision to **close the school after lunch on Friday 11th December and Friday 18th December for all children.**

Legally, all schools have to provide teachers with 10% of their teaching time out of class each week for planning, preparation and assessment (PPA). This is proving impossible to do over these last two weeks of term, without using a significant number of supply teachers, since our own staff who usually provide PPA lessons are needed to cover for staff absence. In the run up to Christmas, we want to reduce the number of visitors to our school in order to minimise the risk of transmission of COVID-19; by closing for half a day a week, we will have less need for additional external cover staff in school to provide teachers with their PPA time.

I know that this arrangement will prove difficult for some families. I hope that you will understand why we have felt the need to take this step; this small measure will support us to keep the school open and our children and staff safe.

Collection times for Friday 11th December and Friday 18th December are as follows, with the usual arrangements in place for siblings to leave school with the eldest child:

| Year | Lunch | Collection |
|-----------|-------------|-------------|
| Reception | 11:45-12:15 | 12:25-12:30 |
| Year 1 | 11:50-12:20 | 12:30-12:35 |
| Year 2 | 11:55-12:25 | 12:35-12:40 |
| Year 3 | 12:00-12:30 | 12:40-12:45 |
| Year 4 | 12:05-12:35 | 12:45-12:50 |
| Year 5 | 12:10-12:40 | 12:50-12:55 |
| Year 6 | 12:15-12:45 | 12:55-13:00 |

Teachers will be providing Friday afternoon's lesson on Google Classroom for your child to complete at home. If your child would like to do additional learning then there are the Reading Advent activities to complete and a variety of physical activities are listed on our website: Home Learning > COVID 19 Home Learning > PE activities for Home Learning.

Thank you for your ongoing understanding and support during this challenging time for everyone.

Yours sincerely,

Mrs Sansom
Headteacher