

Paper Copy Recipients

- Sample Student (Year 1, Samples)

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29 September 2021

Sample Parent

Sample Student (Year 1, Samples)

Acorns - advance warning of possible closures

Dear parents & carers,

As you may know, we have a large number of staff absent from school. As Acorns is staffed by school staff, we are working with a very reduced number of available staff. There is currently only myself and two other members of staff available to work in Acorns. Between us we are currently managing to cover the full Acorns hours. We are doing everything we possibly can to keep Acorns open, and we will continue to do so. However, I feel it is only fair to give you advance warning that there is the potential for Acorns to close at short notice should there be any further staff absence. We will try to keep open as much as we possibly can but it may be wise to make alternative arrangements just in case.

Thank you for your ongoing support,

Kind regards,

Vicki