

# St. Andrew's C of E Primary School

Sand Street,  
Soham,  
Cambridgeshire,  
CB7 5AA



Friday 20<sup>th</sup> March 2020

## School Provision for Key Worker Families and Vulnerable Pupils

Dear Parents/Carers,

Hopefully you will have received an SMS message confirming your eligibility to access the school provision for Key Workers Families and Vulnerable Pupils from Monday 23<sup>rd</sup> March. The intention of this letter is to provide some more details surrounding this provision.

It is our intention to make the children's time in school as enjoyable and normal as possible. Children are to wear their school uniform and ensure they bring suitable clothing to access the outdoor environment (e.g. coat, wellies or alternative outdoor footwear etc.). Depending on children's circumstances, they will be required to bring additional items into school with them, which will be outlined below and summarised at the end.

### Daily Routine

The day will start at 8:45am where children will be collected from the playground and taken into the school building by staff members. Parents/Carers will not be permitted to enter the classrooms. Children will wash hands upon entry and be registered so we know who is in the building at all times.

Lunch will be from 12:00pm to 1:00pm. There is limited capacity to prepare school meals so we ask that all pupils, with the exception of those children entitled to Free School Meals, bring a packed lunch into school each day. Families will know their Free School Meal entitlement but please note, **this does not** include Universal Free School Meals the majority of Reception, Year 1 and Year 2 pupils may access ordinarily. Those entitled to Free School Meals will have a 'Blue Pick 'n' Mix' option, however this will be prepacked to mitigate the risk of spreading infection.

The day will finish at 3:10pm. Parents will access the school playground via the gate near the swimming pool as usual and children will be brought out by staff members to be collected. Please ensure children are collected on time.

### Activities

Children will be sorted by key stage with Nursery, Reception, Year 1 and Year 2 on one side of the school and Key Stage 2 on the other. This is identical to arrangements we ordinarily have in school, however age groups within these 'teams' will be mixed. A range of activities have been prepared and scheduled and although they may not adhere to our curriculum too closely, we are confident the children will develop fantastic new skills and have lots of fun at the same time.

### Medication

As is protocol in school ordinarily, staff members can only administer prescribed medication. Any medication required (e.g. inhalers etc.) must be brought into school in a secure box with your child's name on it. Parents that require prescribed medication to be administered between 8:45am and 3:10pm must complete a medical form which can be provided on request from the main office.

Tel: 01353 720345

Email: [office@st-andrews-pri.cambs.sch.uk](mailto:office@st-andrews-pri.cambs.sch.uk)

Website: [www.st-andrews-pri.cambs.sch.uk](http://www.st-andrews-pri.cambs.sch.uk)



Artsmark  
Silver Award  
Awarded by Arts  
Council England



Excellence Nurture Respect Integrity Community Hope

## Illness

If a child is poorly, please ensure you adhere to normal school protocol and inform school via telephone on 01353 720345. It is imperative pupils with identified Corona-virus symptoms (i.e. dry cough and/or fever) do NOT come into school and immediately enter self-isolation with the rest of their household for 14 days. If a child demonstrates these symptoms in school, they will be placed into designated isolation spaces until they are collected by parents. They will of course remain under adult supervision at all times.

I do appreciate this sounds quite draconian, however we are vigilant in our determination to safeguard staff and children accessing this school provision.

The purpose of this provision is to ensure identified Key Workers can fulfil their roles in the workforce whilst also ensuring support for vulnerable children and families. It is for this reason we are having to be meticulous in ensuring those accessing the provision are indeed eligible. You may have already seen requests for proof of Key Worker status requested in an earlier email from school. Thank you to those who have already provided documentation, those who have not can either email to me at [head@st-andrews-pri.cambs.sch.uk](mailto:head@st-andrews-pri.cambs.sch.uk) or present at the office on the first day of accessing provision. Failure to provide evidence will mean your child will not be granted access until adequate documentation is provided.

There is quite a lot of information to take in. Therefore please use this list to ensure you are prepared for your child's first day:

- For those accessing provision through Key Worker status, documentation to support this must be provided and must include your name
- Child must wear school uniform
- Alternative footwear for outdoors (e.g. wellies, trainers etc.)
- Warm Coat, hat etc.
- Packed lunch (unless entitled to Free School Meals – NOT Universal Free School Meals)
- Prescribed medication and completed medical form from main office
- Filled water bottle (water fountains around school have been switched off)

We are confident this provision will be fun and exciting for your children and we look forward to working alongside you in supporting the community work through these challenging circumstances.

Yours sincerely

A handwritten signature in black ink, appearing to be 'M Harrison', written over a horizontal line.

Mr M Harrison  
Headteacher