

**Head Teacher**

Miss Churchman

Monday 16 March 2020

Dear Parents,

We wish to prepare and be fully organised for any changes to school operations, in the future.

There are **no** plans at present to close the school but we are aware of other countries taking action to delay the spread of infection.

It is sensible that we prepare ourselves should a similar directive be given to schools in the UK.

If we were to close the school building, we would send home learning for pupils to complete. Therefore, it is essential that we have ways of effectively communicating with you on a regular basis, remotely.

Our preferred method of communication is via email, with additional resources being signposted through our website. As such, I would appreciate it if you could put your most accessible email address below and return it to school by Wednesday 18 March. Class teachers will email parents directly to provide the learning for children to complete at home.

In the case of school closure, we will notify parents by text, providing as much notice as we are able to. There will also be Class Pages on the website under 'Covid-19' where we will regularly update learning tasks and resources.

It is very important that we have the most up to date contact details for you. Please complete and return the slip below by **Wednesday 18 March**.

Yours sincerely

Miss Churchman

**Covid-19 Parent's Contact Details**

Pupil(s) Name: .....

Parent's Name: .....

E-mail Address (most accessible): .....

Mobile number: .....