

**ABBAY ACADEMIES TRUST**  
**Executive Headteacher: Mrs S J Moore**

5<sup>th</sup> January 2021

Dear Parent/Carer

**ARRANGEMENTS FOR KEYWORKER and VULNERABLE CHILDREN**

As promised, I am writing to give you more specific details regarding arrangements for children of key workers and vulnerable children who are attending school from Wednesday 6<sup>th</sup> January. We have worked hard to be able to accommodate all of the requests for keyworker provision that we received by 3pm this afternoon. We will continue to be flexible, as we know your needs may change during this lockdown period, and we will therefore ask you to confirm by 1pm on Wednesday of each week your requirements for the following week. Again though, please can I stress that you can contact us via our school email at any time during the school day.

Guidance on whether both parents/carers at home are key workers remains very ambiguous and continues to cause upset which we are keen to avoid in these stressful times. Therefore, I am now not specifying that we will only be open to provide care for children of key workers, where both parents/carers are key workers as I said in my letter earlier today. I know you will always put your own child/rens' safety and that of other pupils and staff first.

Access for the children will be through the designated path to the side of the staff car park on Abbey Road (situated to the right of the school building) and onto the playground where staff will be waiting to meet you. Please note that parking is not available for parents and carers in the staff car park for health and safety reasons. We ask that the children come to school between 8.45am and 9.00am to maximise the opportunities for social distancing and members of the Senior Leadership Team will be around to direct you. At 3:15pm the children should be collected from the same playground, via the same gate. We will be operating a one-way system as you drop off and collect your children. If you are a Bourne Elsea Park or Colsterworth family, staff from all schools will be around to help and reassure the children. Please can we remind you to wear face coverings at these times. We have deliberated at length over these new arrangements and we are confident they will enable the children to arrive and leave school safely.

The children do not need to attend in their school uniform as we want all the children from our three schools to feel included and part of our very special Abbey Academies Trust family. They need to bring with them an outdoor coat and PE kit. Additionally, this week, the children will need to bring a packed lunch and drink (non-fizzy and not in a glass bottle) with them if they are not currently in receipt of Free School Meals.

We are delighted to have a number of children from all three schools starting tomorrow and we have ensured our staffing arrangements keep the children in year group bubbles of no more than 15 children. As we also have staff from all three schools each day, we can ensure friendship plays an important part in which bubble they will be in. Obviously the bubbles may change daily depending on who has requested provision but we will be following our rigorous protocol including social distancing, washing hands and reinforcing COVID behaviour expectations. We will also continue to operate our bubble system at playtimes and lunch times.

We will of course have emergency contact details and medical information for all children and will ensure there is access to the Bourne Elsea Park and Colsterworth information at Bourne Abbey. Please do let us know if any contact details are different given the current situation.

As I said in my letter earlier, we have worked hard these last few months on improving our online learning provision. Our focus will be both mental health and well-being and high quality learning and teaching, which will ensure the fantastic progress that the children have made since returning to school in September continues. The way we have organised our bubbles this time, in year groups, means that learning will be tailored to year group expectations. The children will be taught by class teachers from their year group. We will also ensure there is an active element to the day for exercise and fresh air.

Please remember that we will only be able to continue to remain open for your children if we have staff in place, including SLT, Designated Safeguarding Leaders, Site Manager and the cleaning team to ensure the safety of our children and staff.

Once again can I thank you most sincerely for the many kind and thoughtful messages you have been sending to me and our wonderful staff team since the announcement yesterday. I cannot thank you enough for your patience and understanding in such difficult and challenging circumstances. We will continue to review all our arrangements and reflect on any feedback we receive.

Communication with you remains a key priority for me and I know that we will all continue to work together like the geese through these uncertain times. I will be writing to all the children working at home tomorrow.

Please stay safe!

Yours sincerely

A handwritten signature in black ink, appearing to read 'S J Moore', written in a cursive style.

Mrs S J Moore  
Executive Headteacher