 Yaxham Church of England (VA) Primary School

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 Headteacher: Mrs Jennie Müller

 Chair of Governors: Mrs Michelle Parnell

13th May 2020

Dear Parents

Following the prime minister’s announcement on Sunday and the guidance that has followed, we have been working as a team to ensure the process is as safe as possible for children, staff and families as we begin to reopen. We currently have a working party of staff and governors carrying out risk assessments and ensuring our practice meets with the current guidance.

When the school does reopen to selected groups, please be assured that this will be carefully managed, including phased drop off and collection to allow families to maintain a social distance. Rooms will also be organised to ensure children can work in this way throughout the day. Break/lunchtimes will also be carefully managed. For this reason, at this point in time we cannot guarantee full-time places for children who fall into the categories the government identified. Once we have numbers we will assess how we can work in the best interests of all of our community.

In order to support this process, it is important that we clarify information with you so we can plan for the number of children we can accommodate safely within the building. By completing this form, you are providing us with information, this is not a commitment to sending your child back to school. Please do not worry, if you have concerns or change your mind at a later date.

**Name of Child/ren**…………………………………………………………………………..............................................

* **Parent/s role as key worker**

Please state role/s………………………………………………………………………………………………………………………

*I do/do not Intend to send my child/ren back to school on 1st June*

* **Reception, Year 1 and Year 6 Children**

*I do/do not Intend to send my child/ren back to school on 1st June*

If you could return the information requested as soon as possible this will support us in planning our next steps. Either by emailing or returning this letter.

We appreciate this is a huge step for parents. Please be assured that we will do all we can to work with you to allow children to return as safely as possible. Thank you for your ongoing patience and support.

With best wishes to you all.

Mrs Jennie Müller

Headteacher