



Woodley C of E Primary School  
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Head teacher: Mrs L. N. Gurney

20<sup>th</sup> March 2020

Dear Parents/Carers,

As you are now all aware, the school closed this afternoon (Friday 20<sup>th</sup> March) for the vast majority of pupils and we do not know when we will re-open. We are open only for the children of key workers and vulnerable children.

Thank you to all of you who have let me know whether your children will be attending and also for all the nice messages and support I received from you on Wednesday night. I sat at home reading your messages and I was proud to be the head teacher of such a caring community and I know we will work together to get through this difficult time.

#### Key Workers and Vulnerable Children

If you believe that your child will be coming to school as they fit into one of the categories highlighted by the government, you should have already let me know. If you have not done this, please let me know asap. This is important so that I can sort out staff ratios to ensure all children are safe. Unregistered children **will not** be accepted. If you have the means of looking after your children at home, while you are at work, please do so. We are only open to support our keyworker parents so they can work. The Government have said

“If it is at all possible for children to be at home, then they should be.”

Please adhere to this at all times.

Please see Gov.UK for further information.

The dress code for children and staff will be relaxed, so no school uniform. The children will be doing physical activity so relaxed clothes and trainers are best. The school will open from 8.40 and close at 3.10. Entry and exit will be through the wooden gate used by the Airfield Club, by the bus. You will be required to sign your child in and out. You will also be asked to confirm any allergies or medical conditions. Although we have all this information in school, your child may be working with staff who do not know them, so we are double-checking all information. We will also be asking you for the best contact number for you on the day. The children will be completing the Home Learning set and more creative activities such as cooking, PE, Music, arts and crafts and growing plants etc.

For children eligible to attend school, the procedures for attending school will be as follows:-

Places can be booked via our ScoPay School Dinners module and need to be booked before midnight of the day before. All children of Key workers and vulnerable children can attend school when their parents are working at the moment but we will let you know when this is not the case. This would only happen in the case of staff illness or change of Government guidance. Our school caterers are providing meals for the children although there may be some variation on the menu depending on food availability. Children receiving free school meals, Foundation and Key Stage 1 children will continue to receive free school meals and should make their choice via ScoPay. The system will recognise that payment is not required. Parents of Junior children will need to pay for their meals via the ScoPay system in the normal way.

If you would like to send your child with a packed lunch, please use the code P in the system. If you would like to book a hot meal, use the code H on the system. This will both book your place and your meal.

If your children have any medication, please bring it to school and fill out the usual forms. Medication can continue to be administered in school and must be collected by an adult at the end of the day.

### Home Learning

We are sending home guidance today by ParentMail at the end of the school day and paper packs to some of the children. In addition to this, there will be a Home Learning Tab which will become active on the [school website](#). We have given guidance, on the Home Learning Tab, as to the [minimum you should do with your child every day](#) and you will see that this is shorter than the school day. This is because that we believe that you still need to do other things with your children. Exercise, music, arts and crafts are all appropriate for you to be doing with your child at this time. We have tried to set a range of activities to cover the next two weeks leading up to Easter. The children will then have the Easter holidays but we have been asked by Government to remain open over the Easter holidays. We have set up an email address: [techhelp@woodley-pri.wokingham.sch.uk](mailto:techhelp@woodley-pri.wokingham.sch.uk) which will be monitored by Mr Blakely and Mr Miles between 8-10am each school day, but can I ask you to maybe use friends and family (when it is safe to do so) to help sort out any problems. The school will have a much reduced staff in everyday and our main purpose will be to support the children of key workers. Please only contact the school office if you have a child at school as the school office is officially closed for the next four weeks. After Easter, we will be looking at ways of interacting with the children more, providing feedback etc and the Home Learning tab will continue to grow as well as the personalised work set for your child. Can I assure you, we will try to do our very best for each and every child in the challenging circumstances we find ourselves in.

### Children entitled to Free School Meals

We do not yet know the arrangements for children who are not in school regarding their entitlement to a free school meal. Further information will follow.

### My Staff

A would like to say a big thank you to my staff, who have agreed to stagger their Easter holidays to ensure that the school is open for the children of key workers and vulnerable children over the next four weeks. I am very fortunate to work with a team of brilliant people!

And finally...

My thoughts will be with you all over the weeks that follow and we will try to keep up the good communication we have maintained over this period. If you don't hear from us, be assured that nothing has changed and look after your families. I have asked Mrs Sharman to take a photograph of our Year 6 children that will be emailed out if we find that we do not open again this academic year.

This is an unprecedented time. The most important thing is that we follow all guidance and I sincerely hope to welcome all my children back before the end of the academic year.

Best wishes

Mrs Louisa Gurney  
Head Teacher