



WADDINGTON
REDWOOD
A PRIORY ACADEMY

20th March 2020

Dear parent/carer,

My apologies if you feel that you are being overwhelmed with information at the moment, but I want to keep you up to date with the latest information around government guidance on reducing the spread of COVID-19 virus. I also want to take this opportunity to thank you for your messages of support during these challenging times. My staff and I have been deeply touched by your kind words and gestures. It means a lot to us and we are immensely proud to play our part in supporting the current situation and our Redwood community.

As instructed by the government, **from Monday 23rd March 2020**, we will be offering limited care for the children of key workers, who need to remain at work and vulnerable children. This morning the government issued clearer guidance on key workers. It is defined as parents whose work is critical to the COVID-19 response and includes those who work in health and social care and in other key sectors as outlined in the document: Guidance for schools, colleges and local authorities on maintaining educational provision, <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

If you believe that your child falls into this category, you will have to register him/her with the academy office either via e-mail enquiries@redwood.lincs.sch.uk or by calling 01522 721156 by 3pm on Friday 20th March 2020. **If you have already contacted us there is no need to do this again.**

I am currently making plans for the next two weeks and working to implement provision with a vastly reduced staff. I would reiterate that the government is asking parents to keep children at home, wherever possible. With fewer children making the journey to school and fewer children in educational settings, this lowers the risk that the virus will spread and infect vulnerable adults.

My intention is to prioritise the list of families who feel that they fall into the category of key workers. I will have limited places and will prioritise families where both parents are key workers or where a sole parent is a key worker. **Please do not send your child to school on Monday unless you have received a phone call to confirm your place.**

For those children who fall into one of the categories the Government has detailed as being able to continue attending school we will operate the school opening hours as **9.00am to 3.10pm**. If your child currently attends before or after school provision with Redwood Kids Club, this facility will continue whilst possible. On Monday morning your child should arrive through the small hall entrance and he/she will be directed to the part of the building where they will be working. A timetable will be in place for the children to follow but I must stress that we

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Waddington Redwood Primary Academy is part of The Priory Federation of Academies Trust. For further information please contact The Priory Federation of Academies Trust, Cross O'Cliff Hill, Lincoln LN5 8PW **Telephone:** 01522 889977
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have been asked to provide care and not education. We would ask that children bring their PE kit with them each day or leave this in the academy. Children should wear their normal school uniform.

If your child **is attending the academy** and you have ordered a hot meal, or are entitled to free school meals or universal free school meals, then a lunch box will be provided by our catering company. The content of this lunch box will be dependent on availability of food supplies and in the current climate, we will be unable to substitute items. If you have not ordered a meal, then please provide your child with a packed lunch.

If your child **is not attending school** and is not in self isolation or poorly and receives free school meals, you will be able to come into the academy office between **12.30pm and 1.30pm** each day to collect a lunch box. If you are not able to pick up a meal for your child, then we will contact you on a daily basis to try to make alternative arrangements.

I want to try and maintain contact with all our families on a regular basis. If you need to contact us please do this by e-mailing enquiries@redwood.lincs.sch.uk or by calling 01522 721156. We may also make contact with families either via phone or through home visits although we will not be able to come into the family home.

Finally, I have been amazed by the good humour and resilience of all my staff in the past week and by the patience and understanding of our Redwood family. I look forward to the day when normality returns and this all becomes a distant memory.

I hope you and your family stay safe and thank you once again for your continued support.

Yours sincerely,



Mrs F Kent
Headteacher