

Dear Parent / Carers

24/03/2020

School organisation update

- Only children of key workers / vulnerable children who cannot be cared for at home are eligible to come to into school.
- Parents were asked to complete the online google form to request a place. A text was sent on 21/03/2020 to confirm whether a place had been allocated. If you have any queries please contact br-admin@vennacademy.org or ring the school office on 01405 812200
- If you are issued a place but your circumstances change, it is essential that you contact br-admin@vennacademy.org or ring the school office. **We need up to date information to plan staffing.**
- All Children who are eligible to attend to will enter and exit the building through the main entrance
- A daily register will be completed at the front office when the child enters the building
- All children and adults will wash their hands as they enter the building, throughout the day, and as they leave the building
- As there are limited entry and exit points into/out of the school building a new Emergency Evacuation Plan will be created.
- Parents should send their children into school in clothes that can easily be washed at the end of each day. The children no longer need to wear uniform.
- Lunch time will take place at 12 – 1pm each day. There will be lots of activities for the children to engage with during this time.
- The school will be run on skeleton staff and on a rota basis to limit staff in school and reduce the spread of infection.
- **Breakfast club and 3-2-6 club provision will end on 27/03/2020**
- Home learning resources are currently being created and will be uploaded to the school website as soon as possible

Free school meals

Grab bags (packed lunch) will only be available to parents who are registered as free school meals, and not Universal Free School Meals.

A text will be sent to eligible parents today (24/03) to check whether they would like to receive a grab bag until the school reopens. Please reply to the text stating:

- Whether you would like a grab bag for your child/ren
- Whether you can collect from school or require delivery (please collect where possible)
- Choice of sandwich filling

I would like to take this opportunity to thank all parents and carers for their support during this difficult time.

Kind regards

Emma Levers