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20th March 2020

Dear Parents and Carers,

Today the staff team have been working hard on planning how school can adapt to provide childcare for the children of Keyworkers and other vulnerable children during the Coronavirus outbreak. We have also been considering how we can continue to support the children and families who will not be able to attend school from the end of today.

It is very important that families understand that the first responsibility that we all have is to **limit social contact** during the epidemic. This means that even if you are a Keyworker you should first consider making alternative childcare arrangements before requesting a place at the provision run by the school. We are committed to providing childcare for Keyworkers to enable them to stay in their jobs and will do all we can to accommodate as many children as we can. However, we will keep the number of places available under constant review based on the staff that we have available. We cannot guarantee that we can provide a place for the children of every Keyworker but will do all we can to work together to support families.

If you are a Keyworker and want a place for your child, it is vital that you follow the correct procedure for requesting a place. **If we have not contacted you to confirm your child's place, please do not bring them as we will not be able to accept them. If you have requested a place but not received a confirmation email, then please contact us.**

Please complete the attached form if are a Keyworker and you need to book a childcare place. This will allow us to plan appropriate staffing levels. Our plan is to send these forms out on a Monday and we would be asked that they are returned by **12 noon on Wednesday** so that we can plan for the following week. If you need a place for next week, please return the attached form **as soon as possible**.

To protect our staff and reduce social contact we will not be answering phones from Monday onwards because our school offices will not be staffed. **The only way to contact us** will be through this email address **kingoffaoffice@auroraacademies.org** If you need to speak with someone from school, please contact us via email and we will call you back when we are able to.

We plan to continue to provide activities to complete at home for all pupils from now until the Easter Holidays. We will keep this under review to establish what is most helpful for families and what it is possible for teachers to provide, whilst also keeping their social contact to a minimum.

Thank you again for your understanding at these very challenging times. Staff have been very grateful for the supportive messages that we have received. Please be assured that we will do all we can to play our part in overcoming the challenges we are all facing.

Your sincerely,

James Freeston
Executive Headteacher