

Headteacher
Mrs Sophie Gosden
Executive Head
Mr Neil Small B.A. (Hons), M.A., PGCE, NPQH



National Support School
designated by



**National College for
Teaching & Leadership**

20.03.2020

Dear Mums, Dads and Carers,

Your child has been/will be offered a place at The Mill under the vulnerable pupils and key workers guidance set out by the government. You will have either already had a call or will get a call from me or Miss Plant today or tomorrow.

Arrangements

To start with, we have put your child on the register as attending Monday to Friday, but after the initial first day, you will be able to state the days your child will attend on a google form - this will be sent to you shortly. At the moment, we are asking parents to take it a week at a time with us and just keep us informed if things change for the days you require.

On Monday, please bring your child to the school cafe at the front entrance for 8.45am (the back gate will not be open) where we will register the children. We can provide a bagel or some toast and they can meet their friends and adults. At the moment, we have set up a Reception/Year 1 class, a Year 2,3,4 class and a Year 5/6 class. Registration will close at 9.00am. If we have your child registered to be with us but they don't attend, expect a call as you would in the usual way from school. School day will end at 3.00pm and we will dismiss Reception/Year 1 first and so on until dismissing Y6 pupils from the cafe. If your child will be walking home alone (Year 5 and above) please let the office know Monday morning.

They do not have to come in uniform, but we'd advise bringing wellies and PE kit etc as we want them all at some point in the week to have some Games, PE, outdoor learning-including Forest School and if you send them with everything ready, it's all ready to go. It can all stay in school until it needs a wash! Forest and PE days will change, so it is easier for you to have some clothes that can be kept here.

Lunch

Lunch-wise, please send them with a packed lunch and snacks and drinks in the usual way. If you want to send any extra snacks, please do, as we will build in some extra snack and break times. Please remember nut free everything! If you usually take up free school meals, and you have let us know that you would like this to continue, 'Easylunch' our caterers will provide a packed lunch for your child/ren every day.

Headteacher

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Coronavirus

If your child or their siblings are still in the 14 day self-isolating time period, please wait for that to end before bringing them in. The office has records of this if you aren't sure when your child can return. If your child exhibits symptoms already advised by the government, we will need to send them and any siblings home to self-isolate for 14 days as you would expect.

Safeguarding and medicines

We won't release children to go home alone unless you've told us that they have permission from you. Similarly, as routines might be different for you, please let us know if a different adult is collecting your child. We won't let them go with anyone who is not on your named adults list at school, unless you've told us who they are and their full name and relationship to you/your child.

If your child takes medication, has an inhaler or auto injector please make sure you have handed this into the office or that the office already has one in school. We will always have a paediatric first aider and other first aiders on site. There will always be a safeguarding lead or deputy safeguarding lead on site and there will always be a combination of teachers and support staff with the children.

As this has all been set up at short notice, there's bound to be some things we need to sort out together as we go, so please bear with us and keep in touch.

Yours sincerely,



Mrs Sophie Gosden
Headteacher