



MANOR COURT Community Primary School

incorporating Manor Court Early Years Centre

A Member of Preston Primary Academy Trust

Head Teacher Mr L Talmage Deputy Head Teacher Mr A Clode

Duck Lane, Chard, Somerset TA20 2ES

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20th March 2020

Dear Parents/Carers,

Re: Coronavirus update – information to those parents whose children the Government have maintained school provision is to be provided.

It is our expectation that if you choose to accept this reduced service that your child attends each day, as they would during time of their normal schooling and that the children wear their school uniform. They will not need their PE kit in school. For a limited number of individual cases we have made extraordinary cases.

Initially, we will be running as a school of three classes and each class will have a Teacher, LSA and lunchtime supervisor each day. This number of classes will be under constant review. The staff working with your child may not be the member of staff who usually works with them, as we have created a rota of staff to ensure that staff remain healthy for the duration of this time of crisis.

Early Years care is available to appropriate children who are between two and four years old.

We cannot and will not continue to offer our usual broad and enriched curriculum during this time. There will be **no** Breakfast club or After School club provision, but toast and a drink will be provided for all children in attendance at the start of each day.

Access to the school site will only be through the gate at the front of the school and the perimeter gate at the front of the Key-Stage 2 playground. These will be the only gates open at the start and end of the school day.

Our School will be open during the hours of 8.30am – 3:30pm each day. These are the times children will be expected to be in school. **After 8:45am the school gates will be locked and late comers will not be able to gain access.** This is to provide social distancing and to ensure that all staff remain safe from this virus, enabling them to care for your children and their own families for longer.

The School Office will be closed and only contactable by telephone or School email. In the case of a medical emergency, the child will be isolated for their safety and ours, and you will be advised to collect your child as soon as possible via the front gate. This is to protect all members of staff and children alike. Ongoing updates will be shared through the School website and our Twitter feed, please ensure you follow our page.



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Please take your child to the designated place stated below at the start of the day. During this time, we are asking that you do not enter the building but leave each child in our care at the doors of the following places.

| | Classroom | Point of access to school building | Outdoor area during the school day |
|---|------------------------|--|---|
| EYC, Foundation Stage & Year 1 children | Foundation Stage rooms | Gate at the Foundation Stage area. | Foundation Stage outdoor area. |
| Year 2 and Year 3 children | Owls classroom | External door opposite the Herons classroom. | KS1 playground. |
| Year 4, Year 5 & Year 6 children | Kingfisher classroom | External door by Eagles classroom. | KS2 playground. |

For the children's safety at this time, all children regardless of their year group will need to be collected at the end of each day. Collection points are the same as morning drop-off.

Children will need their usual packed lunch, drink and snack. If your child is entitled to free school meals (not Universal Free School Meals in Key-stage 1), please refer to the separate letter sent out via ParentPay to your email address.

This provision remains in place for your child's and staff's safety, if any of your household show any symptoms of Coronavirus Covid-19, please strictly follow the Government guidelines on self-isolation.

If you want to get in touch to share any concerns, please don't hesitate to do so via the school office inbox office@manorcourt.ppat365.org

And remember: if you or your child feels ill and you want to know what to do next, please use NHS 111 online.

Thank you again for your continued support, and we will be in touch with more information by email.

Yours sincerely,



Mr L Talmage
Head Teacher



Mr A Clode
Deputy Head Teacher/Inclusion Leader