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Headteacher: Mrs. L. Ashton

Monday 11th January 2021

Dear Parent/Carer,

Vulnerable and Critical Worker Provision at St. Bede's

Following your request for a place at St. Bede's, I am writing to inform you of the arrangements for the vulnerable and critical worker children at Our Lady of Lourdes, which as you know will be based at St. Bede's from tomorrow, January 12th.

Below we have outlined the information that you will require for your child to attend St. Bede's Peterlee.

Drop off and pick-up

Drop off and pick up at St. Bede's will be via the main carpark near the Byron entrance. Please park your car and bring your child to the Byron entrance where you will see a member of staff who will direct you.

As we need to work around the buses, timings of drop off and pick up at St. Bede's are very strict.

Breakfast Club

Breakfast club is available for all vulnerable and key worker children who require this provision. There will be **one drop off time for breakfast club which will be 8am**. Breakfast club **will not** be available tomorrow, January 12th, but will **start from Wednesday 13th January** if you wish your child to attend.

School drop off

If your child is not attending breakfast club, school drop off time will be between **8.50am-9am**. Again, parents should escort their child to the Byron entrance where they will be met and directed by staff.

Pick up

In order to avoid the St. Bede's busses exiting the school site and also to best accommodate our families, particularly those with siblings, there will be 2 available collection times (this will be parental choice and a survey will come out soon for you to indicate your preference) for Our Lady of Lourdes children these will be between **2.55pm-3.05pm or between 3.30pm and 3.40pm**

Please ensure that you stick rigidly to these timings. Any child who does not arrive to the Byron entrance, within the allocated time span, will have to report to the main office where staff will be notified of their arrival.

St. Bede's have offered to provide school lunches to our children, for free, this week. There will be a hot lunch available and the children will get to choose this from the menu. If you prefer to make your child a packed lunch to bring with them then that is fine.

Please ensure that your child brings a water bottle to school with them each day.

Children should wear their own suitable clothes, which should be appropriate for active sessions throughout the day. Please ensure that your child has a warm coat and outdoor footwear as they will both be indoor and outdoor throughout the day.

Our children will be working in set bubbles with their own teachers and teaching assistants. Each bubble will have allocated areas for lunch and places to play outside. On a lunchtime the children will be supervised by our own lunchtime supervisors.

Please note that our children will not come into direct contact with the staff or pupils from St. Bede's School. The area of the school that we will be using means that we will be very self-contained, therefore restricting contact to pupils and staff of Our Lady of Lourdes.

I can assure you that there is a strict cleaning regime in place in order to keep everyone safe and rigorous and robust risk assessments which ensures that all aspects of the provision are as safe as possible during these times.

Whilst we understand that this situation is not ideal we would like to reiterate, once again, that this is out of our control and we have worked relentlessly in order to secure a safe, warm and nurturing environment, for all of our children to continue their education.

We are very grateful to Mrs Craik, Executive Headteacher, at St. Bede's and all of her staff for enabling us to provide this base for our children to learn and for being so flexible in accommodating staff and children from Our Lady of Lourdes School.

Yours sincerely,

Mrs Ashton

Headteacher