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Headteacher: Mrs. L. Ashton

Monday 18th January 2021

Dear Parent/Carer,

Vulnerable and Critical Worker Provision at St. Bede's

For those who have just requested a place for their children to join the vulnerable and critical worker provision at St. Bede's, we thought that it was useful to outline some useful information for parents.

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.

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 places must be booked weekly via the survey which will be sent out on a Wednesday.

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.

You should book your child's vulnerable/key worker place for the following week by completing the survey that is sent out on a Wednesday.

Absence

If your child has a place within the provision and for any reason they are unable to attend, please follow our normal sickness/absence procedures and contact school to inform of your child's absence.

Pick up

In order to avoid the St. Bede's buses exiting the school site, there will be 2 available collection times 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, within the allocated times stated, will have to report to the main office where staff will be notified of their arrival.

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.

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