



19 March 2020

Dear Parent/Carer

Thank you for being our front-line key workers. We will continue to support you for as long as it is possible, however to give us the best chance of being able to sustain this please read the following;

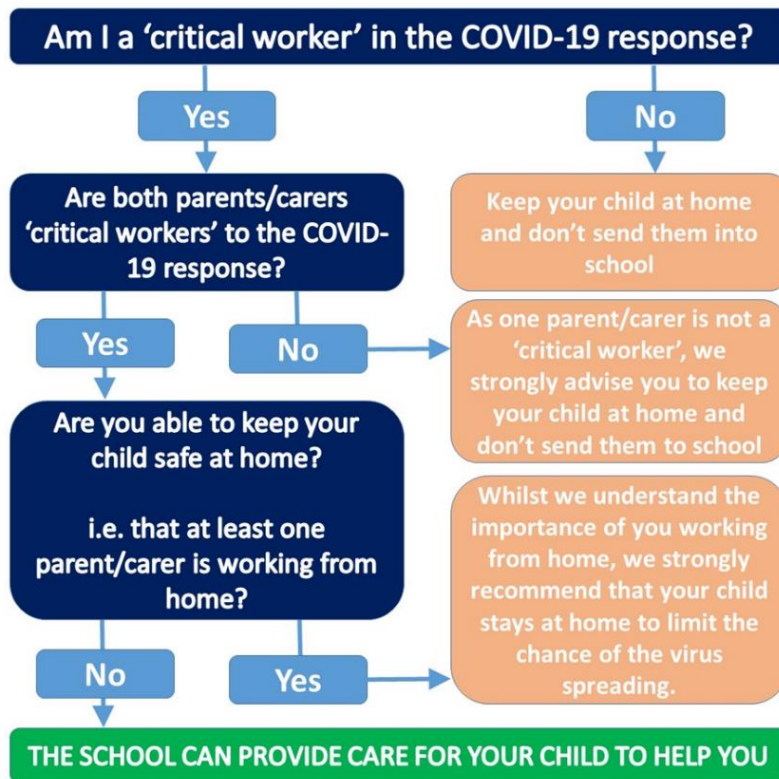
ONLY SEND YOUR CHILD IN, IF IT IS ABSOLUTELY NECESSARY.

IF YOU CAN PROVIDE CHILDCARE, THEN YOUR CHILD SHOULD NOT BE IN SCHOOL.

THE SAFEST PLACE FOR YOUR CHILD IS AT HOME.

THIS IS TO KEEP NUMBERS OF CHILDREN DOWN TO CONTINUE TO PREVENT THE SPREAD OF THE VIRUS.

PRIMARILY THIS IS A SERVICE FOR KEY WORKERS IN ESSENTIAL ROLES.



## Northchapel Community Primary School

Your child has been recognized as qualifying for a place at school during the time that the school offers a service for your children. Our ability to offer this service is dependent on several factors:

- safe staffing of the school
- changes to central Government advice and policy
- changes to West Sussex advice and policy

We will take robust actions to ensure that we open as long as possible for children of these workers. Our staff numbers will be at minimum to reduce the risk to your children and the staff and to support social distancing. We will be forced to temporarily or permanently withdraw this service as a whole, part or on individual basis without any warning if:

- the school needs a deep clean due to a confirmed case
- staff numbers fall below a minimum level
- our normal school rules and values, both old and new, are not followed
- you are late for pick up or drop off

Do not send your child into school if they are unwell. The same rules continue to be applicable in terms of self-isolation.

If your child or any other member of your family are exhibiting symptoms of Coronavirus then you need to self-isolate your family for a period of 14 days. If any child is unwell we will send them home immediately and if they exhibit symptoms of Coronavirus we will expect them to adhere to the above rules with regard to the self-isolation period of 14 days. If a child is sent into school already ill it will affect our future capacity to support our other key workers. Working with us and adhering to these guidelines will be the difference between us being able to support our key workers or not.

We continue to appreciate your support and will support our front-line key workers for as long as we can. Please continue to follow Government advice and check for regular communication from the school.

Yours sincerely

Ms Deborah Coggin  
Acting Headteacher

