



20th March 2020

Important details regarding school closures

Dear Parents and Carers,

Communication with our families:

As you are all now aware, school will close from today to the vast majority of pupils. We do not yet know how long this closure will last. We are committed to trying to provide as much information and contact with you over the coming period. We will, where possible, keep the lines of communication open with you.

Our plan for communication in the first weeks is through the use of text, Twitter and updating of the school website. You can contact the school on ha-info@haap.org.uk. This plan will be reviewed as time progresses and if staff shortages impact our ability to undertake this task.

We know that staffing is already limited and these shortages may increase over this period. As such it may be necessary to limit the time that the school office is covered. Please do not come into the school office. Please ensure that any communication is over the email address above or is via the phone. Phones may not be covered full time. We will inform you of any restrictions of this nature as they arise.

Free School Meals:

All pupils who receive any form of Free School Meals will continue to be entitled to food from the schools provider. The Government have announced that children who have free school meals will receive a voucher for food moving forward. Until this scheme is finalised and in place, all FSM children in school will receive a meal, which may be in the form of a picnic grab bag. For all Free School Meal children who are not in school a picnic grab bag will be available for a parent or carer to collect from school each day. The grab bag will contain a sandwich, fruit and a biscuit or cake item. The grab bag will not contain a drink. Free school meal children in school will be able to have a drink provided by school.

For those parents and carers collecting a grab bag from school. Bags will be available outside school from 12pm until 12:45pm daily. A table will be set up with lunches to be collected. One of our kitchen staff will record the collection in order to confirm which pupils have received a meal and also in order to plan ahead for future orders. Initially we will provide a meal for every Free School Meal pupil regardless of collection, however, we must limit wasted food, so we will monitor the number of meals collected in order to plan ahead.

Those pupils who are in school as a result of the criteria for identification, but who do not receive free school meals. Meals can be ordered and purchased as normal. This will also be in the form of a grab bag. School will provide a drink for these pupils.

As we move to the voucher system, we will keep all parents informed of developments as soon as we know them.

Key workers

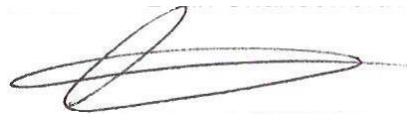
We have sent out a key worker identification letter already today. Please can all parents and carers who fall into this category complete the checks and forms that accompany this letter as soon as possible and preferably electronically today. Should any parent who falls into the groups identified elect not to take the place at this time, but then need a place at a later date, please let school know 48 hours before that place is needed so that staffing can be adjusted. In line with the statement from the government on key workers, places are only to be taken if **absolutely necessary**.

We again would like to thank you for your support with these arrangements. We know these are worrying times for all of us. We would also like to thank all the staff in our school for their commitment and dedication to our children at this time of need.

Yours sincerely



**Chief Executive Officer
Inspire Partnership Multi Academy Trust**



**Leah Charlesworth
School Improvement Partner**