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Houghton Conquest
Lower School

Growing together

Headteacher
Miss C A McCarthy

Value of the Month: Courage

20th March 2020

Dear Parents/Carers

Re: Pupil expectation for children accessing childcare during the school closure - Key workers and vulnerable children

Following on from our conversation and recent communication we can confirm that your child will be eligible to access school care during the planned closure.

Opening Times

The school will open at 8.50am. Please wait by the green gate as usual and a member of staff will let you in at 8.50am. The school day will run till 3.15pm, and the collection of children will follow existing procedure. Please wait by the green gate and this will be opened at 3.10pm. Your children should be collected from the Robins classroom door.

Uniform

Children will be expected to wear their school uniform whilst accessing childcare at the school.

Lunches

All pupils will be required to bring a packed lunch into school. For those children who receive a Free School Meal a lunch pack will be provided by Caterlink (*this does not include the Universal Infant Free School Meal children*).

What to bring

Please bring a coat, water bottle and a PE kit. Your children may also bring in any work that has been set for them. If your child wishes to bring in a game, book or other toy this will be allowed but is bought in at your own risk. We will not accept electronic devices/games.

What to expect

As we are delivering 'childcare' and not curriculum education the children will access a broad range of fun activities to keep them entertained during this period of time. We will still expect children to follow our school values and behaviour rules.



Illness/Non Attendance

If your child cannot attend due to illness we ask parents to call in to advise of your child's absence following the usual procedure. If we do not answer please leave a message as we would normally ask you to do.

Late Collection

We also ask that, if you are running late to drop or collect your child, you call the school to advise accordingly.

School Operations

During this time the school will operate all of its current policies and procedure.

Communication

As the office will not be manned all day every day the school have a mobile number which can be used to reach us, if you cannot get through on the school phone: 07933 942 748. Alternatively please use the office@hcschool.org.uk email address for all other communication.

Finally if you have any queries or want to discuss any points in this letter further please do not hesitate to get in touch on office@hcschool.org.uk.

Kind Regards



Miss J Heaslip
Acting Headteacher



Ms A Harvey
School Business Manager