

High Street  
Houghton Conquest  
Bedfordshire MK45 3LL

**Telephone:** 01234 740202  
**Email:** [hconquest@hcschool.org.uk](mailto:hconquest@hcschool.org.uk)  
**Website:** [www.hcschool.org.uk](http://www.hcschool.org.uk)



**Houghton Conquest**  
Lower School

Growing together

**Headteacher**  
Miss C A McCarthy

Value of the month: Courage

20<sup>th</sup> March 2020

Dear Parents/Carers

First of all, thank you for your continued support and keeping us informed when you have been forced to take the decision to self-isolate your family. Further our previous letters, I wish to update you on where the school is in response to COVID-19.

### School Closure

Following the latest update from the Government you will be aware that all schools will **close** from **Friday 20<sup>th</sup> March** until further notice for most children. Houghton Conquest will be closed from 3.15pm on Friday 20<sup>th</sup> March. Please do not come into school after this time without prior authorisation, for any reason.

Our school will remain open on Monday 23<sup>rd</sup> March to a small proportion of children who fall into the Key working and vulnerable children's category. These parents will have made themselves known to the school so we can plan for their childcare. We will be communicating directly with these families with the details later today.

### Attendance

Attendance during this time will be marked as authorised exceptional other circumstances in line with the local authority advice.

### Home Learning

Staff members have worked incredibly hard to produce resources for children to use for home learning. These packs will be sent home with your child today. If your child is well and you feel able please support their learning. Please do not feel that your child needs to complete some or all of the work provided if they do not feel well enough to do so. Your class teacher has put together work that best suits their age and will support their educational journey during this difficult time.



Each class teacher will have a dedicated email for any class related queries that you may have. Please allow 24hrs for a response. If your class teacher becomes ill themselves another teacher will cover this role. Please see the email addresses below;

- [robins@hcschool.org.uk](mailto:robins@hcschool.org.uk)
- [doves@hcschool.org.uk](mailto:doves@hcschool.org.uk)
- [owls@hcschool.org.uk](mailto:owls@hcschool.org.uk)
- [falcons@hcschool.org.uk](mailto:falcons@hcschool.org.uk)

### **Preschool**

Parents can communicate with the preschool and raise any concerns on the following email:

- [hcpreschool@hcschool.org.uk](mailto:hcpreschool@hcschool.org.uk)

### **Pre booked Music Lessons**

Some parents have booked Front Row Music lessons in school. You will need to communicate with them directly in regard to your booking on [bedfordmk@frontrow-music.com](mailto:bedfordmk@frontrow-music.com), 01234604603.

### **Out of Care Provision**

We are aware that some parents book the out of school care provision in advance. As the school is closed we will offer the opportunity for you to rebook the sessions missed at a later date. Families affected will be emailed directly in regard to this at some point over the week or two.

### **Free School Meals (not including UIFSM)**

We have reviewed how we can best support children with free school meals when we close. We will provide a sandwich lunch pack to Free School Meal children each day to be collected between 12-12.30pm. Please advise the school if you do not intend to take up this offer during the school closure on [office@hcschool.org.uk](mailto:office@hcschool.org.uk).

### **Safeguarding**

We have considered how we can best support children and families who may need to talk to us about safeguarding concerns during the school closure. We understand that some families are likely to face real financial hardship if parents cannot work, either because they are looking after young children, or through the closure of much of the service industry, and other industries. Our school phone line will be available to call during the day, however may not always be manned, so please leave a message and we will respond in due time. Alternatively, you can email [office@hcschool.org.uk](mailto:office@hcschool.org.uk), at any time, please allow 24hrs for a response.

As a school we take safeguarding very seriously and will be continuing to support families with possible doorstep visits and telephone support where required.

### **Communication**

Parents can communicate to the school via the school email address [office@hcschool.org.uk](mailto:office@hcschool.org.uk). Alternatively if it is class related by emailing the class teacher to one of the addresses detailed above.

You may receive communication from the school via the 'group call' system, and for preschool via ParentAdmin, as you are already used to either by text or email. Please keep checking your email for any updates.

**Bushcraft Trip**

In light of the current situation we have decided to reschedule Falcons Bushcraft trip which was due to take place after the Easter holidays. We have worked closely with the Bushcraft company and have reschedule the trip to the 25th – 26<sup>th</sup> June, we will continue to monitor this situation and advise you accordingly. You do not need to return your permissions forms at this time.

**Term time dates**

Easter Holidays: Monday 6<sup>th</sup> April to Friday 17<sup>th</sup> April plus INSET closure day on Monday 20<sup>th</sup> April 2020.

We look forward to welcoming you back on 21<sup>st</sup> April 2020 unless we advise you differently.

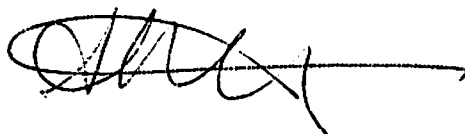
We are still awaiting clarity from the Local Authority on whether we will be provide childcare for Key worker and vulnerable families during the Easter holiday period. We will update you as soon as this becomes clear.

We are in uncharted waters and we really appreciate your support and cooperation in such a difficult and stressful time for both families and school staff. We will continue to send you updates as the situation develops and we have more information to share.

Yours sincerely



Miss J Heaslip  
Acting Headteacher



Ms A Harvey  
School Business Manager