

The Priory School

West Bank, Dorking, Surrey RH4 3DG

A Voluntary Aided Church of England School

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Headteacher: R Gibb BMus, MEd



20 March 2020

Dear Parents/Carers,

You have registered your child for a place in school due to your role as a key worker, as set out in the government guidelines.

For your information, our expectations for students coming to school are as follows:

- Students should wear school uniform every day
- They will need to bring their standard equipment and any books they have from home
- They will be provided with access to the on-line resources that staff are creating and sharing for all students
- They will be supervised in school but no lessons will run
- The canteen will be open. If your child has free school meals, they can bring their token into school and use it in the canteen, or they can use it to purchase suitable lunch and snack items and bring them into school.
- We will be working to the normal times of the school day
- I understand that transport will be provided on Monday, and that SCC will then assess the need and make longer term plans. We will communicate this with you to the best of our ability but if you have any queries, please contact your transport provider directly

On a practical note, we will be operating the school on minimal staffing to minimise social contact and the risk of infection. There may come a point where, if we cannot open the school safely with an appropriate staff-to-pupil ratio or proper site security, we may need to shut the school completely. We will make you aware of this so that you can make alternative provision for your child/ren.

Equally, as more people are required to work from home or shift and work patterns change, please keep us up to date with your needs. If you are instructed by your employer to work from home, please inform us and keep your child/ren at home too. The role of schools at this time is to safely support children whose parents are out at work, and this will change over time.

I would also like to remind you that the self-isolation rules still apply, so if anyone in your household develops Covid-19 symptoms, your child must not come to school. If you need clarification on the symptoms, please access them [here](#).

In order to ensure adequate provision, we require an email from you by 12pm each Sunday prior to a school week (so on Sunday 22 March and Sunday 30 March leading up to the Easter break) to enquiries@priorycofe.com outlining how many days of supervision you will require in the coming week. If you do not do this, I cannot guarantee provision and we will expect you to keep your child at home or arrange an alternative place for their safe supervision. I have a duty of care to my teaching and support staff, and need to give them the chance to work from home too so that they can keep as well and healthy as possible.

Thank you for your understanding and support.

Mrs Gibb
Headteacher

