



WEST SUSSEX COUNTY COUNCIL

# SUMMERLEA C.P. SCHOOL

WINDSOR DRIVE, RUSTINGTON

WEST SUSSEX, BN16 3SW

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*'Growing thoughtful learners and independent thinkers'*



Friday 20<sup>th</sup> March 2020

Dear Parents/Carers

I am writing to confirm that our school will be closed until further notice to everyone except children of key workers and vulnerable children from Monday. This is not a statutory requirement – schools are being asked to help as part of a national response to coronavirus.

This will be a very different type of provision than schools usually provide; for these children it will be about care first and not education. This is about keeping children safe and allowing key workers to go to work. Schools providing this care are free to determine what the provision looks like and what they deem to be best for children they are supporting.

It is important to explain that we will still need to make decisions about whether or not it is safe to open our school. **If we do not have enough staff to care for children safely then a full or partial closure may be necessary** and this will be kept under daily review.

Whilst schools wait for further information and clarification from the government, we have been advised by the Local Authority to put a short-term plan in place for next week. As soon as more guidance is received, I will inform you of next steps.

We will be contacting parents of eligible children to offer them a place at our provision as soon as possible. We anticipate this taking some time and you may not hear from us today due to the complex nature of this task. You will, however, hear from us by the end of the day tomorrow.

We will begin by offering places to a smaller group where the need is most urgent and expand it as quickly and safely as possible. Please bear with us during this process. We want to be flexible but will have to carefully manage who can access the offer. Some families may receive an offer of a place to attend the school during the time of wider closure i.e. next week, rather than this week. **Only families with an offer of a place should attend school.**

For children eligible for a school place, the following arrangements will apply:

- All children must continue to wear full school uniform.
- All children will require a full PE kit, water bottle and healthy snack every day.
- All children should also bring their book bag (or equivalent) to school with their home-school reading books.
- Doors will open at 8.30am and there will be a rolling start.
- Doors will close at 8.45am and registers will be taken. If your child is late, please bring them into the front office so that we can sign them in and take them to their base.
- Usual absence reporting, safeguarding and behaviour procedures will apply.



- EYFS and Key Stage 1 children will initially be based in the EYFS and Year 1 classrooms and should enter school via the double doors on the Key Stage 1 playground.
- Key Stage 2 children will initially be based in the Years 4 and 5 classrooms and should enter school via the double doors on the Key Stage 2 playground.
- These arrangements will be kept under review and any necessary changes communicated to parents via ParentMail.
- Children will engage in a range of activities throughout the day led by teams of staff familiar to them – these will include a physically active session, creative session and time to complete Continuation of Learning activities specific to their year group. Children will have a morning break and lunch break as usual.
- There will still be hot meals next week for children entitled to Universal Infant Free School Meals or Free School Meals. All other children will require a packed lunch. Hot lunches will be kept under review and further information will follow.
- There will be an overarching theme and to begin with this will be 'Team Workers'. Opportunities to explore this Personal, Learning and Thinking Skill will be embedded in provision throughout the week.
- The school day will finish at 3pm and children will be dismissed via EYFS/Key Stage 1 and 2 external classroom doors – look out for signs in the classroom windows so you can see where your child is based.
- On Monday, our After School Care Club (ASCC) will operate as usual in line with our policy. This will be kept under review and if uptake does not make this feasible then this additional provision will cease until further notice.
- Before and after school clubs (with the exception of ASCC) will not be running. There will also be no peripatetic music lessons.
- If your child is attending school please ensure we have up to date contact numbers for you.

Schools are closed but we are doing all we can to support our families, given these unprecedented circumstances. If you need to contact the school, please either telephone and leave a message or email [office@summerleaschool.co.uk](mailto:office@summerleaschool.co.uk) We will get back to you as soon as possible but please understand this will not be immediately due to us operating in a different way, with fewer staff.

An enormous thank you to all of our staff for 'keeping calm and carrying on' in such challenging times. To be saying 'goodbye for now' to the children at such short notice and with so much uncertainty ahead, is heart breaking for us all. The children have been so resilient these last few days; we are incredibly proud of them all and will miss them very much.

We look forward to seeing all of our children and families as soon as it is safe to do so and will keep in touch via ParentMail, our website <https://www.summerlea.w-sussex.sch.uk/> and Twitter @Summerleahearts. The first year group specific Continuation of Learning activities will be released on Monday and updated daily. We will also continue to populate the Learning Zone homepage with further links and resources.

And finally, thank you for the support and compassion you have shown our school and staff in these unprecedented and uncertain times. We hope you and your families stay safe, happy and healthy, and that we see you all again very soon.

Yours sincerely

*Helen Morris*

Mrs Helen Morris  
Headteacher