



# Oakfield CE (Aided) Primary School

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Executive Headteacher: Mr Colin Haley

Head of School: Mrs Vikki Reader



Sunday 22<sup>nd</sup> March 2020

Dear Parent/Carers,

I am writing to confirm the arrangements for Emergency Childcare being provided at Oakfield CE Primary for your child/ren as of tomorrow.

## **Better Safe than Sorry**

First and foremost, I want to reassure you that I have been particularly stringent about each family's circumstances to ensure that only those children who have no alternative option but to leave their homes, will be attending our provision. I hope this will reduce the risk (due to small numbers) of families contaminating one another. I have been very impressed by the number of employers that I spoke to on Friday who agreed to change the working patterns of their employees with children, to help protect them from needing to leave their homes. If you have previously asked for this and it has been declined, I would urge you to ask again. I can also try and help, by contacting all of your employers to see if there is any possible way they can support you with your work patterns, to reduce the risks that will otherwise be imposed on your children.

For children attending emergency childcare, schools have been asked to respect and apply (where possible) the social distancing expectations (children to be 2 metres apart from one another at all times). However, it has been acknowledged that this will be easier to apply in secondary schools where children will most likely be sat at a desk in a classroom with maybe only one or two other pupils, whereas younger children naturally gravitate towards one another and may need reassurance and social play to help them cope with the gravity of what is happening and the fact that you are on the front line combating COVID-19. I will be asking you to agree what permissions you give your children whilst they are with us and have included a slip at the bottom of this letter that you will have to sign on your child's first day. Please allow 5 minutes to complete this form if you are unable to print it at home.

## **Oakfield Emergency Childcare Arrangements**

- **Children MUST wear their PE uniform to school each day** so that they can take part in outdoor sports/activities as well being as comfy as possible throughout the rest of the day.  
**PE UNIFORM** = Navy/black leggings or joggers, PE t-shirt/red polo t-shirt, their school jumper/warm jumper and a pair of trainers.
- All children **MUST bring a warm waterproof coat** to school every day and **wellies on a Thursday**.
- Parents have **permission to park in the staff car park** to help with drop off and collection times.

- **Drop off 8.55am** - The small silver gate that leads from the car park into the school grounds, will open at 8.55am and be closed at 9.05am. **Only children will be allowed through this gate, NO parent/carers.** If you arrive late, you will need to walk around to the main reception and ring the bell in reception and wait for a member for staff to meet you.
- **Children will be based in St John’s House** – this is a more homely environment for them with quick access to the great outdoors.
- **Collection time** – Children will be brought to the **silver gate at 2.55pm** – ready for a **3pm pick up**. Please be prompt because cleaning will need to commence at 3pm each day, to ensure we can be ready for the next day.
- **Lunchtime** – All children accessing our Emergency Childcare are entitled to a free school lunch, as recognition from the government of the critical job you are doing.  
*\* This must be ordered each morning, or ideally let us know what your child would like each day and that will really help the cooks to know numbers and prepare ahead as much as possible etc.*

MENU options	Main Meal	Jacket Potato	Sides	Desert	Sandwich Bag
MONDAY	Cheese & Tomato Pizza	Cheese  Beans or  Tuna	Mixed salad & Sweetcorn	Cooks	Cheese, Ham, or Tuna.
TUESDAY	Sausage Roll & Potato Wedges		Mixed Salad & Vegetables	Special	Cake/cookie
WEDNESDAY	Macaroni Cheese		Seasonal Veg & Salad	-  Daily	Apple
THURSDAY	Roast Chicken, Stuffing & Roast Potatoes		Mixed salad & Sweetcorn	Surprise	Cucumber and carrot sticks.
FRIDAY	Fish Fingers & Chips		Mixed Salad & Baked Beans		

- **Emergency Contact details** – It is imperative that we can still get hold of your child’s emergency contacts at all times because the same phone calls home will be made if your child is unwell or has had an accident etc. Failure for all emergency contact numbers to respond in a reasonable amount of time, could put your child’s emergency childcare place in jeopardy because being able to safeguard your child must continue to be our priority.
- **Mobile phones** – **Children will not be permitted to bring any electronic device with them into school. Children do NOT have permission to walk to or from school** and therefore all essential communication can be done between parent/carer and school.

- **COVID 19 SYMPTOMS MUST BE DIVULGED** – If staff, parent/carers, children, a family member, friend, work colleague, resident/patient (**anyone**) that you/we have been in contact with displays the key symptoms of COVID – 19 or is diagnosed with it, we are likely to need to close our provision for 7-14 days to ensure everyone can isolate themselves.
- **Failure to divulge known symptoms and put other families at risk, will automatically remove your child’s place, when/if our provision reopens.**
- I have sent you a copy of this week’s staff and children’s register, so you can tell your children who their teachers will be. Please check for your child’s initials and the days they have been booked in for and email/phone Mrs. Crabb tomorrow if any alterations need to be made. The office will be open from 8.30am
- If you have made alternative arrangements for your child over the weekend due to the sharp rise in cases and therefore increased risk to your child leaving their home, it isn’t a problem, please contact Mrs. Crabb tomorrow and we will remove your child’s name from our register.
- For your child to be able to access Oakfield’s Emergency Provision, you **MUST** sign and return the slip below.

Finally, this is a stressful time for everyone, but particularly for those of you who are putting yourselves at greater risk to support others and keep our country going. On behalf of the entire Oakfield family, I would like to thank you from the bottom of our hearts for the critical role you are playing in combating COVID-19.

Kind regards,  
Mrs. Reader

### Oakfield CE Primary, Emergency Childcare Agreement



- I confirm that there are no possible alternatives for my child to be cared for safely at home.
- I confirm that I have asked my employer to amend my hours, to avoid my child having to access Emergency Childcare.
- I would like my child to remain 2 metres away from all other children at all times and understand that this could mean they are cared for in single isolation.
- I am happy for my child/ren to mix with other children so long as sensible measures are taken into account such as no unnecessary physical contact, eating at a separate table and regular washing of hands etc.
- I understand that a large proportion of their day will be spent outside (weather permitting).

OR

Name of child/ren:

Date:

Signed (parent/carer):