31st December 2020

Dear Parents/Carers,

**Re: Coronavirus update – school closure**

We hope that you have all had an enjoyable and restful Christmas break.

Following on from the government announcement yesterday, I am writing to confirm that the government has instructed primary schools within the London Borough of Havering to remain closed after the Christmas holiday, with the exception of school places that are to be offered to vulnerable pupils or any children of critical workers.

If you consider yourself/your child to be in either of the above categories, I would ask you to inform the school by e mail to the following members of staff:

**Nursery Pupils** – please contact the Nursery Manager, Mr Ammon at: [mammon@riseparkinf.org.uk](mailto:mammon@riseparkinf.org.uk)

**Reception Pupils** – please contact the Reception Leader, Mrs Morris at: [jmorris@riseparkinf.org.uk](mailto:jmorris@riseparkinf.org.uk)

**Infant Pupils** - please contact the Head of Infant School, Mrs Palmer at: [kpalmer@riseparkinf.org.uk](mailto:kpalmer@riseparkinf.org.uk)

**Junior Pupils** – please contact the Acting Head of Junior School, Miss Carter at:

[lcarter@risepark-jun.havering.sch.uk](mailto:lcarter@risepark-jun.havering.sch.uk)

If you have not used our critical worker provision previously, please provide evidence of your critical worker status (e.g. a scanned image of your professional identity badge) and working pattern. Please could all notifications be sent to us by **12pm (midday) on Saturday 2nd January** at the latest so that this can inform our future planning. All supporting evidence held on file will be deleted from the schools’ records once the school is fully re-opened.

We will then contact all families, whose children are eligible for admission, **by Sunday 3rd January**  with further information on the schools’ provision as from Monday 4th January.

These pupils would be admitted for the duration of the school day, from 8.30am – 3.15pm.

Infant School children will continue to receive a daily free school meal (cold service). Junior School pupils would be required to bring in a packed lunch each day, unless they are eligible for free school meals, in which case a packed lunch will be provided.

**All other children will be required to stay at home, as from Monday 4th January, until further notice.**

Please note that this is a national closure; the nursery and both schools will fully re-open as soon as possible, the dates for which will be communicated to you via Parentmail and the school websites.

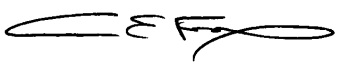
**What we’ll continue doing while your child is at home:**

* All pupils at home will be provided with remote learning via the Class Dojo platform, as usual, with class teachers being available online during the hours of the school day
* School will be contactable via email at [admin@riseparkinf.org.uk](mailto:office@riseparkinf.org.uk)
* As we are staying open for some children, our phone lines will be manned but this may not be as frequently as at present
* If your child usually receives free school meals (eligible for Pupil Premium Funding) we will continue to arrange for a weekly food parcel to be available for your collection, with more details to follow.
* If your child has left any medication in school, please arrange for this to be collected as soon as possible.

We appreciate your continued co-operation as we deal with this ever-changing situation, and will continue to keep in touch with any updates as the situation develops.

If you want to contact us to share any concerns or questions, please don’t hesitate to do so by e mailing the school office.

Thank you again for your continued support; wishing you all a very happy and healthy New Year.



Mrs C.Fox

Executive Headteacher

Rise Park Academy Trust