



4<sup>th</sup> January 2021

Dear Parents/Carers,

### **Preparing for Remote Education – January 2021**

I am writing this letter to request information from all families in case we have to close school to the majority of pupils and switch to remote education.

There are several key questions that we need responses on – you may have provided this information before (or may assume that we know the answers already) but we are asking all families to respond, to ensure that we have the most up to date information possible.

1) Are you a key worker? (Please specify if this is one or both parents/carers and what your key worker roles are - the government definitions can be found by clicking here).

2) If you are a key worker, would you wish your child(ren) to take up a place in school should we move to a situation where we are closed to the majority of pupils?

Throughout the Covid-19 pandemic, the flexibility, understanding and responsibility of parents and carers at Manor Park have been a massive and much appreciated support.

We know that a relatively large proportion of our parents and carers are key workers. If we do switch to remote education, the greatest impact on reducing transmission will be made if we can reduce the number of children in school as much as possible – even if you are a key worker, please do consider carefully whether you would need your child to be in school in this instance.

If you are a key worker then please click here to complete a short webform to answer the above questions <https://www.surveymonkey.co.uk/r/6VGQXQ9>

Some children are identified as being within vulnerable groups and can also have a place in school when it is closed to the majority of children. This includes all children who have an Education, Health and Care (EHC) Plan and all those who are eligible for free school meals. We will assume that all of these children would wish to be in school – please let us know if this is not the case for your child if they do meet these criteria by emailing [admin@manorpark.coventry.sch.uk](mailto:admin@manorpark.coventry.sch.uk)

Further to my letter yesterday, I can confirm that we are currently updating our risk assessment and submitting it to the local authority for approval. Once it is approved, we will display it on the website. Whilst we are not having to make many changes to our practice in school, we are further tightening bubbles and contact between adults and staff considering tier 4 restrictions. The key changes that we are making are:

- No longer operating any booster groups, interventions or setting arrangements
- Ensuring that every child is limited to contact only with the teacher and member of support staff in their class bubble, along with a member of SLT who will cover PPA each week

## MANOR PARK PRIMARY SCHOOL

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Headteacher: Mrs J O'Connor

- All classes to have their own class playground area with no mixing between classes
- Reducing pupil numbers in the dining room with all children across school eating their own packed lunches in their classrooms with their own class staff
- Sports coaches working in a class bubble and not moving across school
- No longer offering after school clubs or activities
- No longer regularly sending reading books or items home
- Staffroom and other communal areas closed to staff, with PPA taken off site and no contact at all between staff
- All staff will have regular access to lateral flow testing, and they will isolate immediately if they should test positive

To ensure that children continue to have access to high quality reading materials, we will send a supply of books home with the children every fortnight from a class supply. This will enable you to quarantine them before use and enable us to do the same when they are returned.

Finally, I have received several requests from parents to allow their child to remain at home and access remote learning instead of face to face teaching. The Local Authority has informed me that this is categorically not possible. Any child who does not attend school unless ill or isolating, will be marked as unauthorised absence and no online learning will be set for them. Children who are isolating will have remote learning in place daily and they will also be sent vouchers for a daily meal if eligible for free school meals. The same situation will apply if we must partially close school due to staff absence based on union advice.

Thank you for your continued support. Please do not hesitate to contact us if we can assist you in any way. Take care and stay safe.

Yours sincerely

Mrs J O'Connor  
Headteacher