

Wednesday 4<sup>th</sup> November 2020

Dear Parents and Carers,

I am sure you are all aware by now that tomorrow (Thursday 5<sup>th</sup> November) marks the beginning of a second national lockdown. This decision has been made by the government in response to the alarming rates of spread of Coronavirus across the country and is an attempt to bring the virus back under control before Christmas. At the time of writing this letter to you, we have still not received any guidance from the DfE regarding schools being open during the national lockdown. As soon as we have this, further information will be shared.

As a school, we are expected to remain open at this time and to continue to offer a broad and balanced curriculum. At the same time, we have a responsibility to ensure that all possible safety precautions are being taken and to minimise, wherever possible, the numbers of people having contact with our pupils on any given day. The 'bubble' approach adopted since September has really supported us in doing this.

All teachers are entitled to PPA time on a weekly basis. This is part of their legal entitlement within their role and means that one session per week (either a morning or afternoon) is taken out of class. Since September, EYFS-Year 3 have had their PPA at various points in the school week covered by school members of staff. Years 4-6 have had PPA on Friday afternoons which allowed us to launch our Junior Jam enrichment offer. This has been extremely popular with pupils and is a great opportunity for them to learn new, specialist curriculum skills.

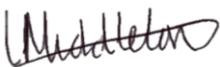
The escalating situation with Covid-19 is understandably causing anxiety and worry for parents. We understand that your children having multiple members of staff teaching them on a given day can add to this.

In response to parent feedback on this matter and to minimise contact with additional adults, school will close at 1pm to all pupils on Fridays during these difficult times to enable teachers to have their PPA time without additional adults needing to cover them. Our PACT schools are already closed on Friday afternoons and have been for some time.

We appreciate that for some working parents this will be extremely short notice but in the absence of government guidance, we are ensuring that we implement all possible control measures in time for the beginning of lockdown. There are set criteria which enable pupils to stay in school until 3:15pm which are listed overleaf and you will notice that working parents can be accommodated. If you fall into one of these categories, please email [enquiry@suttonparkprimary.co.uk](mailto:enquiry@suttonparkprimary.co.uk) so that we can ensure provision is provided for your child on Friday afternoons. This provision will follow the enrichment model and be run by Junior Jam, with the support of known school support staff.

Children should be collected from their usual collection points between 1:00-1:10pm on Fridays please. This will begin from Friday 6<sup>th</sup> November due to lockdown restrictions coming into force on Thursday 5<sup>th</sup>.

I hope this measure will support parents in reducing anxieties at such a challenging time for us all. Thank you for your continued support as we navigate through this pandemic situation.



Mrs Middleton  
Head of School

**Criteria for accessing 'Friday Enrichment' provision:**

- Both parents/ single parent working (and unable to work from home during Lockdown e.g. keyworkers)
- Both parents/ single parent in full-time education
- One parent working, one in full-time education
- Children with EHCPs.
- SEND children who are on the SEN register with a specific, identified learning need (eg: Hearing impairment)
- Children with Social Services or Family Support Worker involvement
- Children with specific pastoral need as identified by school
- There will be a small number of additional places that can also be used. If a problem arises, which means your child has to stay in school for a Friday afternoon then this will be by arrangement with the Head of School and the school must have at least 7 days notice.
- There is no charge for accessing Friday Enrichment.
- Smart Start will continue to provide afterschool care on Fridays (this is chargeable at their standard rates)

To summarise, in response to parent feedback and the escalating Covid-19 situation, school will close at 1pm to all pupils with the exception of pupils who fall into one of the categories stipulated above.

If you believe you meet this criteria and wish for your child to remain in school until 3:15pm every Friday during lockdown, please contact Mrs Middleton/Mrs Shotter via [enquiry@suttonparkprimary.co.uk](mailto:enquiry@suttonparkprimary.co.uk) by 3pm on Thursday 5<sup>th</sup> November.

Thank you

Sutton Park Primary School, Coppice View Road, Sutton Coldfield, B73 6UE

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