

23 March 2020

Dear parent/carer

My understanding is that you will be sending «Forename» into school at the moment as the country copes with the current Covid-19 outbreak.

We will be ready to receive «Forename» from 8.30 am each day. School will begin at 8.50 am and will end at 3.30 pm. Please ensure your child brings a packed lunch.

It would be helpful to us if you could indicate whether your child will want supervising all week or whether they will need looking after just on certain days? We will endeavour to ensure that your child has as positive an experience as possible in school during this time.

Yours sincerely



**Francis Galbraith  
Principal**

✂-----

### Attendance

Child's Name: **«Forename» «Surname»**

Form: **«Reg»**

My/Our child will be in attendance:

- Mondays
- Tuesdays
- Wednesdays
- Thursdays
- Fridays

Signed: \_\_\_\_\_ parent/carer



**Artsmark  
Gold Award**  
Awarded by Arts  
Council England

