



21st May 2020

Dear Parents/Carers,

Following my previous communication regarding the possibility of school re-opening on the 1st June, I have put together a detailed document which outlines the St. Michael's plan for your further information. It is a very long document, because I wanted to share with you all the details of how we are planning to respond to the enormous amount of Government and DfE guidance. I have organised it so that essential information is on the first page and the more detailed action plans follow. I have tried to answer as many of your questions as possible, at this time, based on the information I currently have. This document will also be made available in Polish

It is particularly important that parents of children in Reception, Year 1 and Year 6 read the full document to help inform your decision regarding whether you are choosing to send your child back to school or not. A short questionnaire is being sent to all these parents to ask for confirmation of their decision by midday tomorrow. This will allow us adequate time to ensure we have the right allocation of staff available should we re-open on the 1st June.

After this date, if parents of eligible children decide they would like their children to return to school, we will need you to notify the office directly by 9am of the Thursday before you wish your child to start on the Monday. It may not be possible to accommodate additional children but having enough notice will allow us to assess staffing levels and pupil ratios and we will confirm with you directly if your child is able to return to school. Please do not just arrive at school without booking or receiving direct confirmation from the School Office team.

Once we have received information regarding school re-opening on May 28th/29th, we will be in contact with families who have confirmed attendance with any further information required.

I hope that you are all continuing to stay well and safe.

Yours Sincerely,

B Smith

Mrs B Smith
Headteacher