



Trust Lead/CEO: Mrs A Lightbown

Interim Executive Headteacher: Mrs H Haines

Deputy Headteacher: Mrs L Turk

Aslacton Primary School, Church Road, Aslacton Norwich, Norfolk, NR15 2JH Tel: 01379 677345

Friday 20th March 2020

Dear Parents and Carers,

IMPORTANT CORONAVIRUS IMPACT UPDATE - SCHOOL CLOSURE NOTICE

We have been instructed to close temporarily from the end of the school day today, Friday 20th March 2020, until further notice by the government.

Provision is being organised however at Aslacton Primary for children with a social worker, an Education and Health Care Plan, or who have parents who are 'key workers'. **Where a child has more than one parent in their family home, and only one parent is a 'key worker', please do not send them to school unless absolutely necessary. Priority will be given to children where both parents are keyworkers. If it is at all possible for a child to be at home, they should be at home.** Please see overleaf for the government definition of keyworker roles. If you are a key worker(s) under this criteria, please let us know immediately. You will be asked to provide evidence of your occupation such as staff ID or a payslip.

During the closure, please refer our school website (<https://aslacton.corvuseducation.com/>) for home learning activities and links. These can be found in the 'Children' area of the website under the relevant class name. Our staff will be working from home where possible to attempt to provide ideas for education or home activities.

If any parents or carers have any safeguarding concerns during the closure, please contact the school office at office@aslacton.norfolk.sch.uk and your message will be passed on to one of our safeguarding team for their attention. Outside of normal school hours, or if you have a serious and urgent concern, please call the Children's Advice and Duty Service (CADS) on 0344 800 8020 or the NSPCC on 0808 800 5000. In an emergency, call the police on 999.

We understand the closure will be inconvenient for some families, however we are sure you will agree the priority is to keep everybody safe. We will, of course, keep you up to date with any new information. Our main form of communication will be by email. **Please make sure you let us know if we do not have your email address or if you change any of your contact details.**

Finally, stay safe by following the government advice, be considerate to each other, and just keep doing your best in this difficult situation. We are all in this together.

Yours sincerely,

H Haines
Executive Headteacher



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Key Worker List

If workers think they fall within the critical categories above they should confirm with their employer that, based on their business continuity arrangements, their specific role is necessary for the continuation of this essential public service.

Health and social care

This includes but is not limited to doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.

Education and childcare

This includes nursery and teaching staff, social workers and those specialist education professionals who must remain active during the COVID-19 response to deliver this approach.

Key public services

This includes those essential to the running of the justice system, religious staff, charities and workers delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting.

Local and national government

This only includes those administrative occupations essential to the effective delivery of the COVID-19 response or delivering essential public services such as the payment of benefits, including in government agencies and arms length bodies.

Food and other necessary goods

This includes those involved in food production, processing, distribution, sale and delivery as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines).

Public safety and national security

This includes police and support staff, Ministry of Defence civilians, contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the COVID-19 pandemic), fire and rescue service employees (including support staff), National Crime Agency staff, those maintaining border security, prison and probation staff and other national security roles, including those overseas.

Transport

This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass.

Utilities, communication and financial services

This includes staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure), the oil, gas, electricity and water sectors (including sewerage), information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19 response, as well as key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services), postal services and delivery, payments providers and waste disposal sectors.



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Dear Parent or Carer,

As you will be aware, school will be closed with effect from home time today.

We are aware your child is entitled to Free School Meals and can offer you the following arrangement from Monday 23rd March 2020.

We can provide a daily packed lunch which is to be collected from school between 12:00 and 1:00pm. Please observe social distancing when collecting.

Lunches will need to be ordered at the beginning of each day before 9:00am. Please let the office know your requirements. These can be telephoned or emailed on the day.

Email: office@aslacton.norfolk.sch.uk

If your child has any dietary requirements please advise when ordering your meal.

If you, or anyone in your household, is showing possible Covid 19 symptoms, and you are self - isolating, please arrange for somebody to collect your child's meal for you during your designated time slot.

Yours sincerely,

Heather Haines
Interim Executive Headteacher



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Child of 'Key Worker(s)' Notification and Booking Form

We need to minimise the risk of Covid 19 to our pupils and the community.

Where a child has more than one parent in their family home, and only one parent is a 'key worker', please do not send them to school unless absolutely necessary. Priority will be given to children where both parents are keyworkers. If it is at all possible for a child to be at home, they should be at home.

Child / Children's Full Name(s):	Child / Children's D.O.B.	Child / Children's Class:
Keyworker Parent's Full Name: Keyworker Parent's Full Address: Occupation: Employer: Work Address: Work Telephone Number: Work Email: Staff ID / Payroll Number:	Keyworker Parent's Full Name: Keyworker Parent's Full Address: Occupation: Employer: Work Address: Work Telephone Number: Work Email: Staff ID / Payroll Number:	
Keyworker Parent's Signature:	Keyworker Parent's Signature:	
Date:	Date:	
Office Use Only:	Office Use Only:	
Evidence seen and photocopied:	Evidence seen and photocopied:	
Staff Initials and Date :	Staff Initials and Date :	

