



## Scole Church of England V.C. Primary School

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Head teacher: Mrs C. Vosper

19<sup>th</sup> March 2020

Dear Parents and Carers

Hopefully you will have all seen our email last night but to re-cap all schools will close at the end of the school day on Friday 20th March, with the exception of children whose parents are key workers or that have an EHCP.

We are expecting more information later today and would ask that you review the list of 'keyworkers' once it becomes available. If this list is available before the end of the school day, it will be attached – otherwise please look at the Government guidance online. Can we please ask that you contact us **immediately** via email ([office@scole.norfolk.sch.uk](mailto:office@scole.norfolk.sch.uk)) if you are in one of these professions and are likely to use this provision. It is our understanding that **both** parents should be on this list, unless you are a single parent and a keyworker. Please note we will be asking for evidence to be provided. Parents of children with an EHCP will be contacted individually.

Once we have this information we will be able to put a plan in place and communicate it to you.

Please bear with us during this busy time and if you do have queries please send them via email rather than telephoning.

Please note that whilst the school is closed to pupils we will mainly be communicating via email, as texts are restricted to short messages only. If you did not receive the email last night please ensure we have a current email address. If you do not currently have an email address we would suggest that you set one up.

I understand that our email yesterday may have gone into some people's 'junk' email folders – please note we have no control over this and would ask that you check all of your email folders to ensure you have the most up-to-date information. Adding the school as a contact may resolve this.

Many thanks for your continued support and understanding.

Claire Vosper

Headteacher

