Dear Parents and Carers,

As you will be well aware we are now moving into a second National Lockdown due to the increasing numbers of Covid-19 cases. As a school we have managed to avoid any direct cases however there have been pinch points where we have been close to closing bubbles due to staffing levels and giving teachers and children what they require to be safe and happy.

To protect our staff, children and families, we are trying to limit the numbers of staff interacting across bubbles, limit staff movement from other trust schools that deliver PPA cover and add in additional deep cleaning so we have changed how we provide statutory PPA. (All teachers are entitled to 10% planning, preparation and assessment (PPA) time out of class. In essence this equates to around half a day per week for each and every teacher.)

From next week, **Friday 13th November,** all teachers will receive their PPA time on a Friday afternoon, meaning the school will have to close from 12:15 pm. All full-time children will continue to receive the allocated learning time during the week. We have managed this by changing the organisation of the day including lunchtime. This early closure for pupils allows staff to have their PPA time to supports the Quality of Education.

Due to the rise in COVID cases and moving into high alert, if we were to not change the way we cover PPA time, it is more likely that we would have to close bubbles. For example – it would mean that if one person tested positive for Covid 19 we would have to close bubbles within our school for 14 days as well as the possibility of other schools within the academy. By closing early on a Friday afternoon, we have a better chance of keeping our bubbles and our academies open and keeping our children as safe as possible. This is, in the first instance, a short-term measure throughout the lockdown but will be reviewed regularly to ensure we protect our families at Rowley Park Academy.

If your child is entitled to free school meals or universal free school meals they will be provided with a grab bag to take for lunch on a Friday. If you usually pay for meals and would like to order a grab bag, you are able to do this for the normal cost of a school dinner.

To support families with childcare should you require it, we are offering a paid for wraparound service on a Friday afternoon from 12.15pm - 3.30pm should you require this. The cost of this session is £10 and then £8 per additional sibling– which will be payable via parent pay. If you would like to book a place please call the school office to add your child’s name to the list. Once we know the number of children that will be accessing this provision, we will communicate how this will run in line with our risk assessments.

The new times of the school day will be:

**Monday to Thursday**

Drop off 8.40am – 8.55am

Collection: 3.15pm – 3.25pm

**Friday**

Drop off 8.40am – 8.55am

Collection: 12.05-12.15

Nursery collection 11.45 – 12.55

Wrap around collection at 3.30pm

As always, thank you for your continuing support. I appreciate it is an extremely difficult time for everyone. We will continue to work hard to ensure your children are happy and safe and hope that you understand that this option allows us to offer more continuity and a secure and safe environment.

Yours sincerely,

Mrs Beaumont

Headteacher