



20/03/20

Dear parents and carers

As the school closes, I want to share with you our thoughts and plans at this very difficult time. There is absolutely no doubt that the weeks and months ahead are going to be incredibly challenging for everyone and life is going to be very different for some time. Although most of us were expecting the news that schools were to close, we all feel a great deal of sadness at the fact that after today, we won't be seeing most of our children in school for some time. This will be very difficult for everyone. We are also very aware of the need to be positive, to reassure our children that they are safe and we are continuing to think about and plan for their learning.

We have been thinking a lot about how we manage this very difficult situation over the past few days, thinking about how we can best support you and your children as best as we possibly can. We have two key priorities – one is ensuring that you and your family are safe and well and the other is making sure your children continue learning at home.

We very much recognise that the current situation is going to place a huge financial strain on lots of our families. Some of you may be worried that you won't have enough money to buy food for your families if you are out of work or pay the rent. We will be doing everything we can to ensure that anyone in our community who needs food supplies will receive what they need. We will be working with the local authority and other organisations to plan the best way to ensure this happens but please do know that food will be available if you need it. We will provide you with further details shortly about how we are planning to coordinate this. At the moment, it is likely that children who receive free school meals will receive supermarket vouchers – when we know more we will contact you.

We also want to ensure that children continue learning at home and understand that it is really important that this happens. You will already have received further information and a pack to use at home with your child which hopefully will ensure that they continue to learn. It will be really important that all children have a daily structure to follow and a timetable for their day. Teachers will contact your child once a week by telephone and a member of the senior leader team will also be in touch once a week to make sure you and your family are well. Do look out for the daily messages and send us a high five please! Please also make sure your child is safe online – please do supervise them and talk regularly to them about how to keep safe. Do limit the amount of time they are online – we will be sending out lots of ideas for things they can do which do not involve a computer.

We will be open, operating with a skeleton staff, for the children of key workers and vulnerable children. We will be contacting families today to confirm arrangements for next week – who can come to school and how long they can be in school. We will continue to follow up with families next week to ensure everyone who can use this service, knows that it is here. We are following government advice about how to ensure we keep our community, including our staff, safe while at the same time ensuring services can continue to operate. The guiding principle we are operating under is if your child can stay at home safely, then they need to stay at home. Please do

understand that this service is only available for families who absolutely need it, ie families who are currently in work and providing an essential service.

We are asking you to keep us up to date about your circumstances. **This is really important.** If you move, travel abroad or change telephone numbers, please let us know. If we can't contact you by telephone, we will need to contact social care – this takes time and uses up resources that are vital in the current climate. It saves everyone a huge amount of worry if you send us an email explaining what has happened. We will be checking our phones daily for messages and our emails – please do let us know as soon as you can if your circumstances change. Our email is [admin@springfield.hackney.sch.uk](mailto:admin@springfield.hackney.sch.uk) and our telephone number is 0208 800 9007.

Do keep checking our website for messages and information. This is where we will post news about the school. Do also follow us on Twitter – SpringfieldCPS – we will also use Twitter to communicate with you.

We have a small number of IPADs which we can lend to families. If your child doesn't have access to a computer or tablet, do drop us an email and we will try to help.

Over the next few weeks and months, school will be open and we will have some staff on site. Please contact us immediately if you are worried about anything and we will do our best to help. We are a community who work together – do know we are here if you need us.

Thank you all for your incredible support at this very difficult time. Look after yourself and your families over the next few weeks and we will see you all back in school as soon as we can.

Best wishes



Fiona