



# Hempshill Hall Primary School

Armstrong Road  
Hempshill Vale  
Nottingham NG6 7AT  
Tel: 0115 9153275

Email: [headteacher@hempshillhall.nottingham.sch.uk](mailto:headteacher@hempshillhall.nottingham.sch.uk)

20.3.20

Dear Parents

You have identified yourselves as being in the 'Key worker' group of people who may need to use school as a childcare facility. Please could you ensure that you either send us an email from your work address or bring something official into school next week to show proof of work place. Children may only attend when they absolutely must, as the bigger the group of pupils and staff there is the greater chance of spreading germs between us. We will be asking to see evidence of work rotas on a weekly basis.

## General information

- Children do not need to wear school uniform.
- School will open at 8am but **breakfast will not be being served**. Please make sure children eat before they come to school. **This week there will be no charge for breakfast club but this will be reviewed.**
- Children will need to bring their own water bottle and they can bring a fruit snack if they wish.
- We will aim to provide a hot lunch daily. Key Stage 1 meals are free but children in Year 3, 4, 5 or 6 will need to pay £2.15 per day, unless you receive free school meals. Children may bring a packed lunch. Please let us know on Monday morning about lunch time arrangements.
- It would be really helpful if you could send the correct dinner money in an envelope with your child's name clearly labelled and the days they require lunch written on it.
- This is a childcare emergency facility and children will not be completing normal lessons. There will be an educational element during part of the day.
- Please only keep children at school whilst you are at work. If you have a late shift bring them late or an early finish please collect them.
- Please bring children to the conservatory door and do not enter school. Staff will come outside if you need to speak to us.
- The school office will not be open for parents.
- School will close at 3.30pm and plans need to be in place for any additional after school care.
- Children will be collected at the conservatory door. If you bring or collect a child at other times please ring the office bell and your child/ children will be brought out to you.
- Please make us aware of any additional needs as the staff will be working on a rota and not necessarily familiar with your child's particular needs.
- We will keep school open over the Easter Break.

We are aware that Monday morning will be quite hectic so please be patient with us. We are keen to support key workers during this difficult time but our priority is keeping our staff and children safe.

Warm regards

Sally Dakin and Karen Gregg

