



# STEPHENSON WAY ACADEMY AND NURSERY SCHOOL

-Headteacher: Mrs T Page

-Stephenson Way, Newton Aycliffe, County Durham, DL5 7DD

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Friday 20<sup>th</sup> March 2020

## **Re: Childcare provision while school is closed due to Covid 19 (coronavirus) outbreak**

Dear Parents/Carers

The Government announcement yesterday that schools will be closing from Monday 23rd March to all children apart from those classed as vulnerable and those whose parents are key workers. Please see the school website for information around eligibility of these Key Worker roles. School MUST be informed in advance if you believe you are eligible for childcare, so we can organize staff ratios accordingly.

School is working round the clock to put effective plans in place to provide the **EMERGENCY CHILDCARE** necessary for Key Worker staff / vulnerable children **ONLY**. We are all trying to keep our country running as smoothly as possible during these exceptionally difficult times.

We are asking you to help us to keep school open for those families **who need it most** by adhering to the following guidelines:

### **School Arrangements from Monday 23<sup>rd</sup> March for children of Key Workers / Vulnerable**

- Childcare will be **9.00am - 3:00pm** during this period. Children will be taking part in fun, engaging activities NOT lessons!
- Please only bring your children on the days and times when you are actually at work AND have no alternative childcare. We will be asking you to let us know (as far as possible) what these days will be in advance.
- Lower Site will be closed to all pupils. All pupils will be cared for on Upper Site by a range of Stephenson Way teaching and support staff.
- Children are to be dropped off and picked up from 2 entrances. Early Years and Key Stage 1 children are to arrive/ be collected from the Main Entrance on Upper Site. Key Stage 2 children to arrive / be collected at the side Hall door on Upper Site.
- Children must be collected by the authorized adult on the Consent Form (this will be provided on Monday). If someone other than these people are to collect children then you must inform the school office.
- Children are to come in their own clothes (not school uniform) which must be clean on each day
- Children need to bring with them each day PE shoes, a warm coat, a hat, gloves and an old shirt / T shirt for art activities.
- School lunches will be offered as normal.



- Children need to bring their own water/juice bottle to use throughout the day.
- Any medication must be brought in and signed into the office as normal.
- Please be patient with us as we will be running our childcare with limited staffing and it may take us a while to respond to telephone enquiries. The school office will be staffed on a reduced hours basis but you can leave a message on the answerphone. Email will be our preferred method of communication [office@swans.education](mailto:office@swans.education)
- In line with the current Government advice and guidelines, if you child displays a persistent cough or has a high temperature they must be collected immediately and then self -isolate for 14 days.

**\*Important notice**

Our childcare provision has been put together at very short notice and the current situation regarding Covid-19 is constantly changing. Our offer of childcare may change or even be cancelled at any point as circumstances arise (staffing levels, government guidance etc). We will inform you of any changes should they happen.

Stay safe, keep smiling! ☺

Mrs Page  
Head Teacher