



20 March 2020

Dear Parent / Carer

**Important information regarding student attendance – from Monday 23 March 2020**

Firstly, thank you for the very supportive approach that you have taken during these exceptionally challenging times. We intend that Archway will remain at the heart of our community. **Whilst we are formally closed from Monday 23 March** onwards, we will continue to support your child, both academically and pastorally. More detailed information will continue to be sent to you in support of this.

**Special opening from Monday 23 March for the children of key workers and those vulnerable children (those with a social worker and/or EHC Plan)**

**Key workers**

At midnight, the government published a list of those parent / carers who are entitled to send their child to school. The link below provides specific details.

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

We are grateful to all of these key workers who are looking after us all. In return, my superb colleagues are also going to 'step up to the plate' and provide provision for your child / children. It is critical to note, however, that this provision should only be taken up if there are no other alternatives (see guidance). **In the best interests of your child and my colleagues, we wish to minimise any risks and the number of students attending should, therefore, only be in circumstances where it is essential.**

If you are a keyworker and wish to take up this provision, please contact us urgently at [admin@archwayschool.net](mailto:admin@archwayschool.net). In your email to us please indicate the nature of your keyworker role. Please note too that this provision should not be used as a 'drop-in service'. We will always be flexible and supportive but I am sure you will appreciate that we need to manage provision very carefully and will expect regular attendance during normal school hours for the majority who take up this provision.

**Vulnerable students (those with a social worker and/or EHC Plan)**

Members of the pastoral team will also be contacting individual parent / carers where arrangements will also be put in place from Monday 23 March.

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**Concluding Points**

As noted above, shortly we will be in touch regarding a range of other important pieces of information. We are especially mindful of those families that are entitled to Free School Meals support and arrangements are being put in place to help such families. If you have any immediate concerns, please contact [admin@archwayschool.net](mailto:admin@archwayschool.net).

As I continue to make clear, we will be closed to the majority of students but we are in no way closed in terms of our ongoing care, support and kindness.

Yours faithfully

A handwritten signature in black ink that reads "Colin Belford". The signature is written in a cursive style and is underlined with a single horizontal line.

Colin Belford  
**Headteacher**