



**PURBROOK INFANT SCHOOL**  
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Headteacher: Lisa A de Carteret  
Acting Deputy Headteacher: Paul Stray  
Business Manager: Hazel K Dean



20 March 2020

Dear Parents/Carers

This letter replaces the Friday Flier that would normally be sent out each Friday.

Please note, that the school will be closed to pupils unless we have contacted you to confirm that your employment falls into the eligible key worker category.

For children who will not be attending school, please visit the Year Group Pages by clicking on the link [Year Group](#) where you will find some work for the children. **Most work will be on Purple Mash. Please note that this will only happen whilst we have enough staff who are well enough to add content.**

#### **Breakfast Club and Beehive Club**

Fees will be suspended for parents whose children will not be attending school from Monday 23 March. However, you will be expected to pay your invoice in full up to and including Friday 20 March. We will not be issuing new invoices and we would request that you do not telephone the school office to ask what your new invoice will be. The amount you should deduct is £8 for each full session and £4 for each half session. You should then times this amount by the number of sessions your children would attend over that two week period. If you have outstanding fees, it is possible to pay these online. Please telephone the school office and ask to speak to Mrs Gray who will be able to assist you. If you have paid in full already we will roll over the credit for you.

#### **Children of identified Key Workers/Vulnerable Children**

On Monday 23 March please can we ask that **all** children, **including children in Year R** come in through the North Door at 8.45am. This is the door on the back path after the ICT suite door. Children will then be taken to the hall and allocated classes.

On Monday 23 March at 3.15pm they will be dismissed from this door. However, these arrangements may not remain in place. We will be constantly reviewing things as staff and the number of children attending change.

#### **School Lunches**

We will be providing the normal menu for the time being. This may change later down the line as stocks dwindle. Next Week's Menu will be Week 3. Please click on the following link to access the menu online: [menu](#).

#### **How you can help**

Please can we ask that you arrive with your children on time. The children may not be in their normal class and it could therefore upset them if they arrive through the office and then they have to join an unfamiliar class. If they are showing symptoms of the Coronavirus, new consistent cough or a high fever that you do not send them to school. We can only remain open if staff remain well.

**PTO**

Please give us plenty of notice if your child has a medical appointment and you are collecting them early or they are going home with someone else.

Please inform others who are looking after your children the changes we have made to drop off and collection as we are trying to limit the number of visitors to the reception area with queries.

If we would be expecting your child to attend school, please can you inform us as normal if they are going to be absent. We need this information so we can plan. We need to know if your child is just unwell, if they are showing symptoms or if you have made alternative arrangements and they no longer require a place for them under the key worker scheme.

**Breakfast Club, Beehive Club and Football Club**

If your child attends one of this clubs, we would expect them to attend as normal.

**Breakfast Club, Beehive Club**

As the number of children attending will be lower, we will do everything we can to accommodate additional sessions on an ad hoc, pay as you go basis as you may be required to work additional hours.

During these difficult times we all need to work together and I would like to thank all the staff for their hard work under these stressful circumstances. I would also like to say thank you to everyone for their well wishes and nice comments we have received for the work we have been doing. It does make us feel appreciated and brightens our day.

We will of course keep you updated as soon as we hear anything. I hope that you and your families stay healthy.

With all best wishes

Yours sincerely

A handwritten signature in black ink, appearing to read 'L A de Carteret', with a large, stylized flourish at the end.

Mrs L A de Carteret  
**Headteacher**