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Flore Church of England Primary School  
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January 2021

Dear Parents and Carers,

We are pleased to let you know that our key worker children's group has been formed and timetabled.

**As of Wednesday 6th January the procedures are as follows:**

- Drop off is at 8.45am through the green door via the bottom playground (staff will be there to assist and advise).
- Children to wear their own clothes, school uniform is not needed and suitable clothing is required (trainers would be ideal as the children may be participating in some physical exercise).
- Additional fleeces and warm clothing may be worn to keep them warm in the well ventilated room.
- Children to bring in their own water bottles, clearly labelled
- Children may bring in an additional snack to have in the morning
- Collection of children will be in the bottom playground at 3.15pm, again a member of staff will be there to advise

Lunches

The government guidelines state that the children are entitled to a free meal option. We have been in contact with Kingswood Catering (our school meal provider) and they will be supplying packed lunches for the number of children we have timetabled each day. Should you wish to provide additional food for your child this may be brought in in their packed lunch bag.

Families with children who are entitled to Free School Meals will also be provided with a food box on a fortnightly basis.

Bubbles

The children will all work within the same bubble. They will be seated at individual desks, in accordance with government guidelines, and will be undertaking the same learning activities as those who are accessing the online learning remotely.

We are all working together as a team - parents, children & staff.

Please remember that all procedures set out on the risk assessment still apply (this is available on the front page of the school website), therefore all adults should wear face coverings on the school grounds and social distancing must be observed.

**'STAY SAFE!'**

Kind regards

Ian Heard  
Head of School

Sarah Dugdale  
Interim Executive Headteacher