

20<sup>th</sup> May 2020

Dear Parents/Carers,

As you know, the school has continued to offer Supervision on site since school closed to the categories of children identified by the government including children of critical workers, children who have an EHCP, children with a social worker and other children who we have identified may be vulnerable. As the number of children accessing this provision continues to grow, we are constantly reviewing and updating the protective measures in place to protect students and staff. This is also helping us to identify the measures we need to put in place as we are able to open the site to more students in the future.

**Supervision Agreements: New Procedure:**

The process for requesting provision is via the School Office. Your child's tutor or Progress Leader will refer your request to Mr Farnie, Deputy Headteacher, who will decide whether we are able to offer a place according to the government criteria, either full time or on the days you have requested. Once the supervision is agreed, you will be sent our parent conditions to complete and return. Your child cannot attend site until the agreement has been completed and returned. Whilst this is a new procedure introduced due to the increasing number of students now on site, parents whose children are already attending provision must also complete and return it. **From Tuesday 26<sup>th</sup> May any student may only attend supervision once we have received a completed agreement.** If there are any issues in receiving or returning the agreement please contact the school office (0115 9170424 or [white@whptrust.org](mailto:white@whptrust.org)).

It is essential that all parents whose children are attending supervision support us in the protective measures that we are putting in place. In particular, please ensure that your child does not attend if they or anyone else on your household has cold or flu symptoms or they have had contact with anyone with suspected or confirmed COVID-19.

**Half term Supervision: Important Information:**

Next week is half term and we would like it to be a holiday for as many students, staff and families as possible. During half term we are closed on the bank holiday and open for the children of critical workers who are not able to stay safely at home from Tuesday – Friday. If you need provision during half term (Tuesday 26<sup>th</sup> – Friday 29<sup>th</sup> May) please send Mr Farnie ([david.farnie@whptrust.org](mailto:david.farnie@whptrust.org)) an email from your employer to confirm that you are required to work on the day(s) when you require provision, that it is not possible for you to work from home, and contact details for your employer. Where we have more than one parent recorded on the school system, we require an email from the employer of each parent. If it is not possible for your employer to send an email, please provide contact details so Mr Farnie can speak to your employer. Please note that we do **not** require this during term time. I hope you will understand that I have a duty of care to staff as well as students so it is important that I only ask them to supervise students during the holiday where it is essential to do so.

**Summer holidays:**

At present it is our understanding that schools are not being asked to provide supervision during the summer holidays and we do not intend to do so, in order to give staff a break and to prepare the site for welcoming back larger groups of students in September. We do hope to be able to signpost local holiday clubs and childcare arrangements that will be open to children in Year 7-8 to support families who require this provision. We will consider what support we are able to offer for families remotely during this time, including referrals to the HOPE Centre and safeguarding support.

Thank you in advance for your support.

Yours faithfully,

Mrs A Mellors  
Headteacher