



Friday 20th November 2020

Dear Parents and Carers,

IMPORTANT

I hope this letter reaches you well and you and your families are keeping safe.

Today, I write to you about the school's current position in order to keep you fully informed. This week, we have reached the stage where we have lost approximately a third of our staff. This has been due to Test and Trace, staff absence and staff being categorised as 'clinically extremely vulnerable'.

This week staff have all pitched in to work additional hours and with very little breaks in order to keep the school open to all of its pupils, because they remain our priority. However, if we are forced in the coming week or weeks to move to a rota system, where classes are on a reduced timetable, this is what we will have to do. We may be in a position soon where we physically do not have enough staff to keep school running as normal. If this is the case, I will write to you as soon as possible. I am sorry that this causes disruption to you at home. I assure you that this decision will be made as the very last resort.

On another note, thank you if you have taken your time to complete the Parent/Carer questionnaire; your feedback means a lot to us. We take on-board your comments and work towards further improvements for the school.

Thank you for your support and understanding.

Best wishes,

Miss Cao
Head of School