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4th June 2020

Dear Parents and Carers,

I would like to update you about our school provision, home provision and Breakspeare building work as follows:

SCHOOL PROVISION

I would like express my sincere thanks to all of you as you have demonstrated flexibility in the hours offered for your child. This has enabled us to provide school provision for the maximum number of students that we are able to accommodate safely in our school buildings. Thank you!

We have planned our operations to secure

- provision for priority groups e.g. keyworkers / exceptionally vulnerable students
- support for the maximum number of our families
- the opportunity to access school provision for the maximum number of students that we can safely cater for in our schools, in line with given health and safety guidance during COVID-19.
- consistency of provision for 4 weeks , 8th June to 3rd July.

We have reviewed our individual risk assessments for each student considering parental preferences and feedback from our 0-25 Team colleagues. Commencing 8th June we will provide a school placement for 29 % of the students both in Breakspeare and Meadow Wood.

We have been able to provide a school placement for almost all students whose parents have requested it. The only exception is a very small number of students whose daily care and safety requires specifically trained staff. Our staffing situation is one of our biggest challenges to manage safe operations and continuity of provision. It was with regret that we have been unable to offer a placement for these students in June.

We have made the decision to place a small number of Breakspeare students together with their familiar staff to Meadow Wood School as we have 'free' space there for these groups. This action is necessary to manage another big challenge in our daily practice - that is to maintain maximum opportunity for social distancing during the school days.

All parents whose child will attend school in June and those parents whose child's school hours will change, have been contacted.

Please note

- We will inform transport, catering and the school nurses about our June student cohort
- If you wish to transport your child yourself this is possible – please inform us and cancel the transport – you may be able to claim mileage from admission and transport – please contact Merja for further information
- Those Breakspeare parents/carers who bring / pick up their child to school – please wait in the car park opposite the school and proceed to the school car park after school buses have left. Please arrive PROMPTLY at 9 am and 3.10 pm (Thu 2 pm) to bring and collect your child.
- The school nurses will not be in school full time in June – they will only come to administer mid-day medicine for some students

We have made some operational changes to minimise the risks of the virus transmission. For example we have organised additional mid-day cleaning in both schools and revised actions in our 'Safe Working Guidance' and 'Use of PPE guidance'.

HOME PROVISION

We continue to support our students' home schooling by regular teacher contact and providing resources as appropriate. I am pleased to know that you have found regular teacher contacts helpful. Our teachers will review home learning and support arrangements with you by Friday 12th.

PROVISION NEXT STEPS

Week commencing 6th July till end of the academic year 21st July (2 and ½ weeks). Aspiration:

- We would like to extend our provision for the students in both schools. This would also mean bringing back those students who have been temporarily placed at Meadow Wood School.
- Further information / decisions at the end of June.

Please note that we continue to have a significant number of staff shielding till the end of June and it may be possible that some/none of them will return to work before the end of the academic year – staffing is our main concern when planning to extend our provision.

BREAKSPEARE BUILDING WORK

I am pleased to share with you that the demolition of the Portakabin is taking place within the agreed timescale. Keir and Boytons, our building contractors, are preparing the site for our new classrooms. The factory has been opened to build our new unit and its construction is well underway.

It has been very exciting to engage with the developers to design our new unit. Breakspeare School will have its first purpose built students' domestic science room and two bespoke ASD friendly classrooms.

The new unit will be brought to the school site in early July; it is likely that we will need to close the school for one additional day when the crane is on site setting it up. We are not 100% sure about this closure yet – further information will be shared with Breakspeare families as soon as the timescale is confirmed.

OTHER INFORMATION

Reminder – 19th June is an INSET day as was informed previously. The schools are closed for the students. Breakspeare will be open for a small group of vulnerable students due to specific safeguarding issues.

Emergency food – Our schools are approved Watford Foodbank agencies. This means that we are able to authorise vouchers for use at Watford foodbank if your family is in crisis due to benefit changes, debt, benefit delays, low income, homelessness, domestic abuse, sickness etc. Please accept this support if you are in need: all contacts are in confidence through myself or Darren.

Please don't hesitate to contact myself or Darren if you have any **questions or concerns** about our plan for June or the welfare of your child. Together with our teachers we are here to support you and your family.

COVID-19: The UK government has implemented 'post lockdown' guidance 'What can and can't be done during the COVID-19 pandemic' <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

The key message of how to control the virus is the same as before – we all are expected to

- stay at home as much as possible
- work from home if we can
- limit contact with other people
- keep to social distancing if you go out (2 meters apart where possible)
- wash hands regularly
- do not leave home if you or anyone in your household has symptoms

It is even more important than before to follow the guidance because in this post lockdown situation people are mixing more with each other the virus spreads through close contact.

These past months have been an extraordinary journey for all of us. Going through it we all have had to change our thinking, daily routines and our view to the future. What we take with us to the next stage of our journey is appreciation, respect and the support that we have received.

Very best wishes. Keep safe. Merja