



# CHESSWOOD JUNIOR SCHOOL

## Home of Bright Sparks

Chesswood Road Worthing West Sussex BN11 2AA

**Head Teacher: Mr Andrew Jolley**

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Tel: Worthing (01903) 204141/2



Thursday, 30 April 2020

### Limited Community Opening – 11<sup>th</sup> – 29<sup>th</sup> May

Dear Parent,

We are making arrangements for opening for children between 11<sup>th</sup> – May 22<sup>nd</sup> and the Half-Term holiday 25<sup>th</sup> – 29<sup>th</sup> May.

Limited community opening remains for key workers (Government guidance states: Many parents working in these sectors may be able to ensure their child is kept at home. And every child who can be safely cared for at home must be). Additionally, we are supporting families where there are exceptional needs and respite care is required e.g. Education, Health Care Plan or a child protection plan. This facility will only be open to children where it is 'absolutely necessary' and no other reasonable arrangements are possible.

The key worker list may be found at: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

We will accept children for the day in which a key worker attends work or the day after any night shift. Once a child is in school they are welcome to stay all day – that remains the case whether a key workers shift is morning or afternoon only.

- If it is 'absolutely necessary' for your child to attend school
- you are a key worker

or

- you have a child in vulnerable circumstances

please complete the online form for bookings by Wednesday 6<sup>th</sup> May 5p.m.

We can then arrange appropriate staffing in the period between 11<sup>th</sup> – May 22<sup>nd</sup> and the Half-Term holiday 25<sup>th</sup> – 29<sup>th</sup> May.

For each new booking, a member of our team will contact you by email to confirm that the booking has been accepted. Information on the form may need to be verified and we may request evidence of key worker status if that is the case a member of the team will contact you and seek to establish that before confirming the booking is accepted. If your child has attended at any point after the school moved to limited community opening then the application will be accepted automatically as long as there have been no significant changes.

Children of key workers and vulnerable children **MUST** complete this form online for any admission to the school site to be accepted between 11<sup>th</sup> and 29<sup>th</sup> May for your child. For vulnerable children this task may be completed by a family worker or social worker if access to online forms for the parent is not possible.

In the event of a shift change that means your child needs to come in or is unable to come in; a new form is NOT required. Please advise the school office team by email [office@chesswood.w-sussex.sch.uk](mailto:office@chesswood.w-sussex.sch.uk) if possible, otherwise call 01903 204141. We will accommodate all changes and adjustments as long as the original online form is completed, but ask that the maximum possible notice is given to aid our staff planning.

A form is required for **EACH** child you would like to attend school in during limited community opening.

Online form location:

HOME> PARENTS> COVID 19 - CORONA VIRUS UPDATES> SCHOOL ATTENDANCE  
<https://www.chesswood.w-sussex.sch.uk/page/?title=School+Attendance&pid=790&action=saved>

Finally, thank you for taking the time to do this it is greatly appreciated by the Chesswood staff team. I hope you and your family are well and are meeting the very many challenges faced at this time as positively as possible.

Yours sincerely,