

Wednesday 17th June 2020

Dear Key Worker Parents

During the last few months we have tried to be as flexible as we can with our key worker provision, to suit the needs of as many people as possible. At the moment, we have more people wanting to join the key worker provision, but we only have a certain amount of space to stay within the Government Guidelines.

What we have found over the last few weeks is that people booked days on our questionnaire at the start of June, but have then not arrived on those days. So last week I emailed to ask that parents email the office (office@rmischool.co.uk) by Friday morning at 10am to confirm that they want the days that are booked. The register is then produced by lunchtime and we are able to offer spare spaces to people.

Some people did follow the booking system - so thank you. However, we have had a lot of people who did not and arrived with their children, putting us very close to exceeding the space we have. If this happens in future **children who are not on the register will not be admitted.**

To clarify

- You have already agreed with us which days you may need. Now you need to confirm with us by Fridays at 10am that you need the space that was offered. This needs to be done **each** week or you may not have a place the following week.
- Your email is to confirm the days that have been offered - not to change days.
- This needs to be done through the office email address - not verbally to the staff on duty and not via tapestry or emailing myself or class teachers. As you can appreciate this makes the system very difficult to manage if messages are coming in from different places.

We would really appreciate your support with this to ensure that the key worker provision runs smoothly.

Yours sincerely



Mrs Barbuti
Head of School

