



# Titchmarsh Primary School

Titchmarsh Church of England Primary School  
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Executive Headteacher: **Mr E Carlyle** Head of School: **Miss G Griffiths**

Thursday, 19<sup>th</sup> March 2020

Dear Parent/Guardian,

I am writing to you to further update you with the latest information about the Covid-19 outbreak and the steps we are taking as a school to support you and your children at this time.

I am sure that you are aware that, as of Monday, schools will be closed to all pupils, except those who are deemed vulnerable, or have an Education Care and Health Plan or are children of key workers as defined by the Government.

We, as of end of school today, have not yet received a full list of key workers and the information available is limited. However, in order to try and ascertain numbers for supervision and catering, we would appreciate it if you could contact Mrs Skerritt in the school office, by telephone or email, bursar@titchmarshprimary.co.uk, and let us know if you work for the NHS, police and emergency services, supermarket delivery services or are based in a school. We can then begin to plan our provision accordingly. While we are awaiting final guidance, it would also be helpful if you only contacted us if either **both** parents/carers are in the above list or you are a single parent household working in the above roles. Should this change, we will advise accordingly.

For any child not in the above categories, their last day in school will be tomorrow until further notice. SATS and all other assessments will not be taking place but we will ensure that appropriate information will be passed on to secondary schools for our Year 6 pupils. Work is being set for pupils and will be available on the Titchmarsh website under 'Parents'. This work will be regularly updated for you. Staff will be contactable during school hours via email but please be aware that some staff will have childcare responsibilities as well so will endeavour to reply to you as soon as is practical to do so.

I will be in touch shortly with the details for next week so you are fully informed and can make your own arrangements regarding accessing the school.

Please do not hesitate to contact the school if you require any further information. Thank you for your support and understanding at this time.

Yours sincerely,

Mr E Carlyle,  
Executive Headteacher