

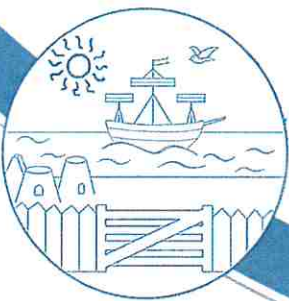
# Sandgate Primary School

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Tel: 01303 257280

Headteacher: **Mr M Green**



16<sup>th</sup> March 2020

Dear Parents/Carers

Forgive me for writing to you all once again but I would rather provide you all with too much information rather than too little.

The school is currently experiencing unprecedented levels of pupil and staff absence as it to be expected during this pandemic; we are all in some way feeling the effects of the self-isolation criteria.

Media attention is on when schools will be closing, however, the purpose of my letter today is to let you know almost the opposite – what we are doing to stay open.

I have broken our approach into four stages; we are currently at stage one. The use of each stage will be determined on a day-to-day basis allowing us to move between them as circumstances dictate.

**Stage one** is the use of our own non-class based teachers and Higher Level Teaching Assistants to cover classes.

**Stage two** occurs when we no longer have the capacity to cover classes internally and involves mixing classes together. This is done by taking into consideration the ages of children (keeping similar ages together), the size of the classroom and attempting not to go over a 'normal' class size. Given the level of pupil absence, this is entirely possible to do. We will mix the fewest number of classes that we can.

**Stage three** is slightly more significant in that, should we no longer be able to mix classes, we may be required to carry out a partial closure and ask that the children from some class do not come into school. When deciding on this we will aim to disrupt the least number of families we can. If this does become necessary, only the parents of classes being closed will be contacted.

**Stage Four** is the most extreme scenario whereby we no longer have the required number of staff to safely operate the school and need to close in which case all families will be notified at the earliest opportunity via email, text and the school closures website. This stage may also occur if we are told to close by higher authorities.

If at any point we need to move to stage three I will, as far as is reasonably practical, guarantee places in school for the children of NHS staff, the emergency services and those for whom taking time away from work would lead to significant loss of income.

If any of our families fall into these categories please would you let the school know by emailing [enquiries@sandgate.kent.sch.uk](mailto:enquiries@sandgate.kent.sch.uk) or by dropping a letter into the school office. We are very low on administrative staff so please avoid phoning the school if possible.

Also, if you know a parent who the above applies but doesn't read letters, please would let them know the plan!

Best wishes

A handwritten signature in black ink, appearing to read 'MAG'.

**Mr Matthew Green**  
**Headteacher**