



St. Matthew's High Brooms C.E. Primary School
Powder Mill Lane
Tunbridge Wells
TN4 9DY
Telephone: 01892 528098
Email: office@st-matthews.kent.sch.uk
Head teacher: Mrs S Hayward
Deputy Heads: Mrs C Pollard and Mr T Hardwick

Fulfilling God-given potential

15th June 2020

Subject: RE: Letter to Parents following Government Guidelines 15.6.20

Dear Parents/Carers

New government guidelines have been released with regard to the wider opening of schools.

We have limited capacity in terms of rooms and staffing and this has to be prioritised for the acceptance of key workers, vulnerable pupils and those in reception, year 1 and 6. If your child is part of one of these groups and you have not yet taken up a place, could you please notify the school office by email: office@st-matthews.kent.sch.uk by Wednesday at 2pm, if you wish your child to return to school. If you do not indicate your desire to return now, the school will offer this capacity to another pupil in which case you will not be able to take up a place this term. To understand the measures that are in place please read the information on our school website under 'presentation to parents' <https://st-matthews-school.org/news/letters>

If there is more interest than there is capacity, children will be prioritised in the following order:

- Key workers and vulnerable pupils
- Reception
- Year 1
- Year 6

This is the information from the Government on Critical/Key workers

Parents whose work is critical to the COVID-19 response include those who work in health and social care and in other key sectors found in the web link below. If your work is critical to the COVID-19 response, or you work in one of the critical sectors listed in the web link, then your children will be prioritised for education provision. <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

We are asking for parents to send in confirmation of their keyworker status before we can allocate a place.





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If your child is in one of the priority groups and you do not want them to return this term, you do not need to take any further action. If you have already contacted the school to express an interest, we would still ask you to email the school office in order to be included on the updated list.

The current staggered start and finish times may be changed if we open up to more pupils. We cannot guarantee that we can accommodate all pupils due to the limited capacity of the school under current guidelines.

We will collect the information and notify you with start dates and times if you are allocated a place.

Yours sincerely,

Mrs S. Hayward
Headteacher

