



# Spalding Parish Church of England Day School

2<sup>nd</sup> April 2020

Dear Parent/Carer,

## COVID 19 Update – Changes to Office Hours

As we come to the end of our second week of our restricted school provision, I wanted to update you with regards to changes we have made in line with DfE advice for the weeks ahead. Whilst school remains open for Key Worker children to allow them to still go to work, Government advice remains that pupils should stay at home where possible and only essential staff, including those working with pupils, those responsible for opening up and closing and cleaners, should be in attendance.

With this in mind, from next week the school office will be open on a Monday and Tuesday morning but will then be closed for the rest of the week. This will ensure that families in receipt of Free School Meals (not to be confused with Universal Infant Free School Meals that our FS2, Year 1 and Year 2 families receive) can still collect their weekly packages during this time but will also ensure that we are able to keep the majority of the school team safe and well during this difficult period.

If you do need to get in touch with school for any reason please contact us by email in the first instance – currently these are checked at least twice each day. For queries for the office team please use [office@spaldingparish.lincs.sch.uk](mailto:office@spaldingparish.lincs.sch.uk) with [feedback@spaldingparish.lincs.sch.uk](mailto:feedback@spaldingparish.lincs.sch.uk) used for more general enquiries. Please avoid leaving messages by telephone as these will only be checked on a weekly basis.

For queries linked to home learning please use the Year Group emails as a starting point. Please note however that the weeks beginning the 6<sup>th</sup> April and 13<sup>th</sup> April are part of the scheduled Easter break. Whilst a small number of staff are timetabled to be in school during this period and will be monitoring emails, the vast majority will be having a break during this period and as such emails to Year Group emails may not be responded to during this period.

Thank you for your continued support. Take care and above all stay safe.

Kind Regards,

Diane Mulley  
Head Teacher



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