

St Mary's Action Plan

In the light of the overnight announcements from the Government I need to outline for you what my business continuity plan is for St Mary's. The staff will be working flexibly in teams

1. Front of house Skeleton School team – providing supervised childcare onsite
2. Distance Learning Duty team – liaising with families online for daily learning
3. Preparation and planning team – preparing resources and planning for the weeks ahead
4. SEN support team – liaising with our EHCP families
5. Family Support Team – liaising with our families with greater needs

I need to keep as many staff as healthy as possible for as long as possible if we are to be able to continue to provide the level of support we are aspiring to.

For most children school will be CLOSED.

The overriding message is that ANY child that can be cared for away from school SHOULD be cared for away from school – we need to play our part in reducing the spread of the virus.

I will be working with my team to consider how we can best comply with the central government directives – but you need to know that this **WILL NOT BE FULLY IN PLACE NEXT WEEK**

Week Beginning 23rd March

- Skeleton School will be open for the children of keyworkers in our 'wave 1' i.e. the ones we already know about. They will receive an email today inviting them to book places. They have been urged to only use the offer if they really need it. We are setting up a keyworker@stmarysprimary.org email. If you feel your role makes you a key worker and you have not yet contacted us this is how you can let us know. This is the first step towards having access to Skeleton School.
- The SEN support team will be contacting families individually to discuss the shape of provision and support. **Please DO NOT phone the office.** You can email in any questions, but need to be patient. We will reply when we can.
- The Family Support Team – will be working on a scheme of support for our families eligible for free school meals, or for whom things are a bit tricky. Again we will be in touch once we are set up.

ALL our support measures are at risk if too many staff are sick at the same time. This is a marathon not a sprint – and it is imperative that you allow us a little time and space to adjust to our new ways of work and set up robust and sustainable systems. I beg you not to overload our systems in these first crucial weeks – and thank you in advance for your understanding and support.

Best wishes

Sarah Lewis