



Holywell Primary School

Tolpits Lane, Watford, Herts, WD18 6LL

Tel: 01923 225188 email: admin@holywell.herts.sch.uk

Headteacher: Mr Coert van Straaten MA, Ed, Dip Edu, NPQH

we are a learning community with the spirit to succeed

20th March 2020

Dear Parents/Carers

I think we have all expected the time to come when schools are instructed to close. Holywell Primary School with other schools and childcare providers around the country will close today until further notice in the fight back against the spread of the coronavirus. We will continue to provide a skeleton structure of staff as long as it is needed to support our key worker families and more vulnerable pupils. It is paramount that any children only come to school if essential to stop the spread of the virus and to allow those key workers to help provide essential services.

Our teachers have worked hard to create work for pupils to do during this time. Work is being uploaded on the school website in the folder <http://www.holywell.herts.sch.uk/classes>. The website is slow but all work will be on the system by Monday morning. All pupils who were at school yesterday were provided with a book and pencil. If parents wish and they do no longer need to self-isolate then they can come and collect a book and pencil from Monday onwards should they need one, alternatively any book or paper will be adequate. Work set is electronic and will remain so. Teachers contact with school will be minimised and a lot of their work will take place remotely and from home now.

Teachers will email parents on Monday to check how their children are getting on. If you have not received an email by 3:15pm on Monday then please email admin@holywell.herts.sch.uk Alternatively, you can direct message us via Twitter @PrimaryHolywell and this will be passed on to your child's teacher.

Teachers will regularly email parents as a group to keep in touch and set new work. The timings of these emails will be predetermined by me.

As this is a new way of working for us, we ask for your patience and please not to overload mailboxes with enquiries. We will roll this out slowly; you can expect a specific enquiry by a teacher to be answered within 2 days. Teachers will check emails throughout the school opening hours, term time only and not weekends. They have been instructed not to look at or reply to emails outside of these times. If a teacher is diagnosed with illness, parents will be informed by the Phase Leader who will take over distributing work. During this period, we will try our best to get back to parents.

We appreciate that some of our more vulnerable families may need support and guidance during this non-contact time with school. Therefore, if parents and pupils need support or guidance, they are urged to email Mrs B Bahirathan bahirathanb@holywell.herts.sch.uk and she or another senior member of staff will get back to them.



Key workers and other vulnerable pupils

All parents who have requested care for their children from Monday onwards will receive a text message this afternoon to confirm a place for their child. The school will start at 8:55 am and close at 3:15 pm. Gates will open from 8:45 am. There will only be a packed lunch option available for Monday for all pupils who attend school and if you are not free school meals then you, must ensure that there is credit on your school money account.

Free school meals

If your child normally receive a free school meal and will not be in school from Monday then you can request a packed lunch to be collected from school. More information about food for free school meal pupils will be sent out on Monday. Order your packed lunch for Monday and Tuesday by clicking on the link

<https://www.surveymonkey.co.uk/r/T2KJG3W>

Yours faithfully



Mr C van Straaten
Headteacher