

19/06/20

Dear Parent / Guardian,

As you know, we are re-opening pupils on Monday the 29th of June. We will also continue to offer the emergency childcare for pupils, but the service will be slightly different to what is currently in place. **Here are some of the changes to the emergency childcare for pupils from Monday 29th June:**

- Childcare times will change - we will be **running the emergency childcare for pupils between 08:30 and 15:30.**
- The childcare will be **available to year 7-9 pupils** (up to the age of 14), in accordance with Swansea Local Authority guidelines (see [Swansea's website for details](#)). However, we will be happy to discuss the specific needs of individual pupils with parents.
- All pupils on site will follow the same **timetable of formal learning blocks**, where they **work independently** to complete school work, with staggered breaks and lunches.
- All pupils are expected to bring their own lunch to school - **lunch will not be provided by the school canteen.**
- Emergency childcare pupils will be placed into learning groups (by year group as far as possible), which will be similar to the arrangements for the return of the different year groups.
- Pupils will not be allowed to attend the year group days and the emergency childcare provision on the same day to avoid over mixing.
- We do not expect pupils in the emergency childcare service to wear normal school uniform. Please ensure that they are in **clean clothes for every day** that they attend to avoid the potential spread of the virus.

Every parent applying for emergency childcare from the 29th of June onwards (including those who have used the service for long periods before now) will be **expected to:**

1. Share a **'critical worker' letter** for each parent (if applicable), with the school (usually distributed by a line manager). It should be sent to the following two email addresses: LeonardE18@hwbcymru.net; BowenJ129@hwbcymru.net.
2. Complete the **personal details form**, if you have not already done so. See our website for a copy, or contact us on the e-mail addresses above.
3. Email the addresses above with your childcare requirements by 12:00 noon on the Thursday prior to the week you need the emergency childcare, **to allow us to plan our staffing.**
4. **Drop off and pick up** your children in accordance with the arrangements for 'reopening' to different year groups (parents will not be allowed to drive on to the main site).
5. Complete this new [emergency childcare questionnaire](#), before your child attends the new emergency childcare service on the 29th of June.

I hope the new arrangements are clear - if you have any questions, please do not hesitate to contact us at school to discuss further.

Kind regards,





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