



Cowling Hall  
Baptist Church  
Cavendish Road  
Highams Park  
E4 9NG

20<sup>th</sup> May 2020

Dear Parent/Carer

I hope this letter finds you well.

Thank you for letting us know whether your child will be returning to Pre-School when we reopen. Your responses have helped us plan for our reopening, and we now have a clearer idea of the timing and initial arrangements.

### **Reopening**

The Pre-School will reopen for the children at **9.00am on Wednesday 3<sup>rd</sup> June**, subject to further government advice. I very much look forward to seeing you.

As a staff team, we have looked carefully at the Government guidance and as a result, we are making some changes to what we do and how we provide support and learning for your child. All the changes have been based on the guidance and are designed to help keep your child safe and happy at Pre-School; to protect our community of families; and to protect staff. Whilst we acknowledge that the list of changes may appear long, please know that we are also very much aiming to continue to provide the familiarity and welcome that we know the children enjoy.

An Information Sheet for Parents is attached. Please read it carefully, and if you have any questions, please contact me. The Government continue to update their guidance and, as you know, the situation can change rapidly. If there are any significant changes to what we have been asked to do that may impact on our reopening or what we do in the session, I will let you know as soon as possible.

### **Returning to Pre-School**

If you have already indicated that your child will return as soon as we reopen, we look forward to seeing you on 3<sup>rd</sup> June. If you asked for further information, please let us know, in the light of the details in this letter and the information sheet, if your child will be joining us when we reopen.

If you indicated that your child may return but at a later point this half term, please let us have at least **one week's notice** of the date you would like your child to return.

If you indicated that your child is likely to stay at home for the rest of this half term (until the end of the academic year), we will still hold open your child's place. If the situation changes and you think you would like your child to return to Pre-School, please again give us at least **one week's notice**.

Where children may return at a later date and notice is required, we will do our best to accommodate your child's usual attendance patterns. It is our ambition that all children who want to attend can do so with their usual attendance patterns. However, in line with the government guidance, if we find we are unable to sustain small group working within the setting with larger numbers, we may have to introduce a cap on daily attendance. Again, we will inform you if this is the case when you contact us to give notice of your child's return.

Registered Charity:  
1023514

## Keeping In Touch – Virtual Pre-School

Thank you to everyone who sent us messages over the weeks of lockdown. We plan to continue the weekly 'Virtual Pre-School' bulletins, to keep in touch with those families who have decided to stay at home; and also to reflect some of the curriculum activities it will now be difficult for us to provide in the setting. We continue to aim to send out the bulletins weekly. If you have any suggestions of content for the bulletins, please let us know.

## Fee-Paying Children

We will be in touch separately with families who would have paid fees for their children this half term.

## Snack Jar

We are unable to take cash donations at the moment. Donations towards the cost of providing snacks should be made by bank transfer. If it is easier, please make one donation for the half term. In general, we suggest £1 per week for the snack jar. This half term is 7 weeks long. Our bank details are:

**Bank:** Barclays  
**Sort Code:** 20-50-00  
**Account No:** 80454087

## Further Closures

It remains possible that the Pre-School will close again, with short notice. This may happen if:

- The Government advises early years settings to close;
- Staff absences mean we are unable to maintain safe ratios;
- We are required to close for cleaning, following a positive test by either a Pre-School child or a member of staff and subject to advice from Public Health England and/or the Local Authority.

Pre-School reopening is also subject to the further Government announcements planned for 28<sup>th</sup> May.

Again, we will provide as much advanced notice as possible should we have to suspend our planned reopening or in the event of a subsequent closure.

## Hand Sanitizer

In line with the details provided in the Information Sheet, we need your permission to apply hand sanitizer to your child. If your child is attending from 3<sup>rd</sup> June please email the Pre-School mailbox ([info@handsworthpreschool.co.uk](mailto:info@handsworthpreschool.co.uk)) to confirm we are able to do so.

For children who may attend later – you can email your permission now; or when you contact us to give notice.

I hope this letter and the Information Sheet attached will help to answer some of your questions and concerns. If you have anything you would like to raise with me, please do get in touch. I can be contacted on 07860 655066 (the Pre-School phone number) or via [handsworthpsleader@outlook.com](mailto:handsworthpsleader@outlook.com). You can also email the Pre-School on [info@handsworthpreschool.co.uk](mailto:info@handsworthpreschool.co.uk) or call Ruth on 07932 154133.

With regards

<signed>

Janet Cushing

Leader/SENCO, Handsworth Pre-School

Registered Charity:  
1023514