

COPPERMILL PRIMARY SCHOOL

Headteacher Mrs Figen Bektaşoğlu
Assistant Headteacher Ms Stephanie Daley

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Learning Together, Achieving Forever

Friday 20th March 2020

COVID-19 SCHOOL PROVISION

Dear Parent/s

We are now able to confirm that the school will be open for your child from **Monday 23rd March**. School will operate as normal from **8:50am – 3:30pm** and lunch will be provided.

Your child should arrive promptly at 8:50am at the main school reception area where you will be met by a member of our team. Collection at 3:30pm will be the same. School staff will be working on a rota-basis to provide a range of activities throughout the day.

I will be reviewing this school provision with my team at the end of each day in order to ensure that we are continuing to meet all of our safeguarding and health and safety measures. If at any point I feel that – due to staff shortages – the school is unable to open, a prompt message will be sent out. Should this circumstance occur we will aim to redirect you to alternative provision in Waltham Forest.

Please be aware that the administration team will be working remotely and the school office will be closed. All parent enquiries can still be e-mailed to school@coppermill.waltham.sch.uk and they will be responded to in due course. A telephone number for urgent enquiries will be provided upon your arrival with your child next week.

Please could I remind you to routinely check for any school text and / or e-mail messages that you receive via Groupcall. Thank you for your continued support.

Yours sincerely

Mrs Figen Bektaşoğlu
Headteacher

