



CARDINAL NEWMAN CATHOLIC SCHOOL

Sandpits Lane, Keresley, Coventry, CV6 2FR
admin@cncs.school
www.cncs.school
T:02476 332382

January 2021

Dear Parent/Carer

Keyworker Provision

We hope you and your family are well at this difficult time.

We are now two weeks into this provision during the national lockdown and would like to reiterate some of the expectations regarding procedures and details.

Your child should arrive to school punctually by 8.40am but no earlier than 8.10am. They will enter the school site via the gate by Main Reception. Parents and carers are expected to stay within their vehicles at all times. Students should wait on the playground outside the blocks until a member of staff directs them to their allocated classroom wearing their face covering and maintaining a 2-metre distance from others unless they are siblings.

Students on site should bring with them their food and drink for the day. Water bottles can be refilled on site. If your child is entitled to free school meals, they will be provided with their lunch each day they are in school. Students do not need to wear school uniform.

Students on site, will the following the timetable below for online learning and therefore students should bring with them their own headphones wherever possible in order to access the live streamed lessons as below:

School Day	Monday, Wednesday, Thursday and Friday	Tuesday
Logging in to Teams time	8.40am – 8.50am	8.40am – 8.50am
Period 1	8.50am – 9.50am	8.50am – 9.50am
Period 2	9.50am – 10.50am	9.50am – 10.50am
Breaktime	10.50am – 11.10am	10.50am – 11.10am
Period 3	11.10am – 12.10pm	11.10am – 12.10pm
Tutor Time	12.10pm – 12.40pm	12.10pm – 12.40pm
Lunch	12.40pm – 1.10pm	12.10pm – 12.40pm
Period 4	1.10pm – 2.10pm	12.40pm – 1.40pm
Period 5	2.10pm – 3.10pm	1.40pm – 2.40pm

You have already indicated which days your child requires a place at school, and as such we have used this information to allocate places daily. It is essential that if there are any changes to your requirements for a place at school, you inform us as soon as possible. To ensure we have adequate staffing daily, we need to know in advance the days that students will be attending.

If your child is unable to attend school on their allocated day, normal absence procedures should be followed. The school must be informed that your child will not be attending in the morning of the absence as safeguarding of students remains our top priority.





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If your child, or anyone in the household displays symptoms of Coronavirus – a high temperature, a new continuous cough or a loss of, or change in, sense of smell or taste, please ensure that you follow NHS direction and do not let your child come in to school.

Students will finish school at 3.10pm on Mondays, Wednesdays and Fridays and 2.40pm on Tuesdays. If you are collecting your child from the school site, please be prompt and do not exit your vehicle. Government guidance also says that parents should do everything they can to ensure children are not mixing socially in a way which can continue to spread and transmit the virus. This means that students should be collected in vehicles by anyone outside of their family or bubble.

If you have any further questions, please do not hesitate to contact the school.

Yours faithfully

Ms E O'Connor
Headteacher

