



Billingshurst Primary School
Headteacher : Helen Williamson BSc (Hons) MA
Station Road, Billingshurst, West Sussex RH14 9RE
Tel: 01403 782789 Fax: 01403 783124
e-mail: office@billingshurstprimary.org.uk
website: www.billingshurstprimary.org.uk

Monday 4th January 2021

Dear Parents and Carers

Following a significant reduction in staff available to attend school tomorrow, I have to inform you that Billingshurst Primary school will be closed to most pupils from tomorrow until Friday.

We have made the difficult decision because we do not have staffing levels to open the school safely. Between now and next week we will review the staffing plans and the risk assessment in order to get children back into school as soon as possible. There will be more information coming in the next few days but I want to communicate the essential messages for today and the actions you may need to take.

We will be open for vulnerable and keyworker children from tomorrow. Please email office@billingshurstprimary.org.uk to confirm your [keyworker status](#) and the children you will need places for (follow the link to check if your occupation is included) and the days you need those places for. As I said in the last lockdown, please consider carefully if there is an option to keep your child at home and request a place if there is no other feasible option available.

If your child has an EHCP you also have a place and we would appreciate an email to confirm your child's attendance. If your child has a social worker you will also have a place at school. Please do not telephone the school as we have very minimal staff in today. Only call if you have absolutely no other way of contacting us.

On line learning will be available from the end of today. We will provide **printed copies** of the complete curriculum from tomorrow morning – again please email to ask for a copy for each of your children. Please let us know which year groups as this will speed up getting them ready for you. Where possible, please could we ask you to come to the school office from tomorrow morning to collect the printed packs? If you are isolating or unable to get to the school, please let us know and we will get copies to you. We obviously have a limited capacity to do this so it may take a little longer if you need one delivered.

For those children attending tomorrow we ask that they wear school uniform and come with the usual arrangement for lunches. Hot meals will be available as normal for FSM and pre-paid children. We are going to be keeping these children in year groups so we ask that you arrive at the usual staggered start time, as they did last term but we ask that you bring them to the office entrance where they will access the school via the hall and where a register can be taken. We will continue to follow our strict measures to ensure a reduced risk of transmission.

We thank you for your continued support and understanding during these challenging times. If you are in need of further support, please do contact us and we will be able to direct you to people who can help if that is not us. We are here to support all our families at this very difficult time.

Yours sincerely

Helen Williamson
Headteacher

