

Dear Parents & Carers,

I am writing to you with details of the booking system for our critical workers and vulnerable children provision.

Each week, we will open a new booking system and you will be provided with a copy of the link. Please note that this will be a new web link each week. The booking form will go live every Thursday morning and will take bookings until 6pm on Friday in readiness for the following week. This allows us to plan our staffing capacity and confirm bookings.

It is very important that you **only book the sessions that you intend to use**. The Government has given us clear guidance on the recording of attendance. If you have booked a place and your child does not attend then **this will be recorded as an authorised absence** which will appear on their school attendance record and Praising Stars reports. The children who are not in school but who did not book a place are marked with a different code which does not affect their attendance record.

It is also important to only book the places that you need as we have seen significant demand for places in the provision. In some cases we are running normal class sized groups. As you will be aware, we are also live teaching all of our children remotely and therefore our staffing capacity for onsite provision is limited. As a result, **if demand exceeds our capacity we will have to begin limiting places and prioritising provision**.

Children working onsite are accessing the same provision as those working online at home, in many cases the onsite provision is being supervised by our fantastic support staff. I am sure that you will join me in congratulating them and the teachers who are working hard online for the way that they have responded to this incredible challenge in such a short space of time. It has been heartening to read the comments that we have received from many of you, particularly commenting on how the live teaching is providing higher levels of both structure and engagement.

Equally, to help us with planning the availability of places, it is important that if you no longer need the place that you have booked then you **cancel it in advance as soon as you know it is not required**. This means that we can make it available to another critical worker who may desperately need the provision in order to support the country's fight against the spread of the virus.

Please be aware that we may need to close to groups of children should there be a reported positive COVID case within a bubble. It is therefore important that as critical workers, you plan alternative emergency arrangements in the eventuality of us having to inform you of the need for your child to isolate. This is beyond our control and we are not able to offer alternative arrangements as isolation of close contacts is a key way of controlling the spread of the virus and a legal requirement of the academy.

The booking form for next week can now be accessed at <https://forms.gle/QL1c9j5wANR6jFi27> . You should assume that **your booking is confirmed unless we contact you**. This will remain open until 6pm on Friday. Once the booking form has closed, we will be unable to accept additional children **unless this is done**

Outwood Grange Academies Trust is a company limited by guarantee, registered in England and Wales (No. 06995649)  
Registered office: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF

**by contacting the academy office in advance by email or telephone.** In such cases, we will try to accommodate your needs but cannot guarantee provision.

Should you have any further questions, please do not hesitate to contact us. In the meantime, on behalf of the academy I would like to offer our thanks for your ongoing work as a critical worker - this is a difficult time for us all but together we will return to more normal times.

Yours faithfully,  
Mrs E Abbott

Principal