

Dear Parents,

What a weekend, I am sorry you received a very plain letter informing you of our current situation. Unfortunately, I needed to get the information to you all as quickly as possible.

So let me recap and fill in some details for you all. Last week a teaching assistant went off poorly and was tested for COVID. Her results only came in at 3am on Saturday morning so my first job was to register with Public Health England (PHE). I worked through all the details with their team and this put together an action plan for the school.

I know many of you are concerned for the wellbeing of my staff member; currently she is feeling very poorly but is still at home. We had contact this morning and I will be having daily contact with her until she returns. I have sent lots of wishes of get well and some flowers are winging their way. If you want to send a card, as a couple of you have asked then I will happily send them on.

Apologises also for the school phones failing on Saturday as well. I couldn't believe it on such an important day. I will be keeping the school mobile on from now on for a COVID hotline. If you have a COVID related question or need to inform school of a suspected/confirmed case within your household please feel free to use it. It will accept texts too so if I don't answer immediately please send a text and I will come back to you. The number is 07498645336.

Currently I have Beech class in isolation, including Mr Bladon, Mrs Shaw, Mrs Vincent and Mrs Foulds.

Mrs Palmer is also away this week as her daughter is in isolation for a precautionary reason. Ms Stoneman is self-isolating as a family member has developed symptoms over the weekend and is currently awaiting the results of a test so hopefully will be back soon.

Until they return the school is very low on staff. We have enough to run the remaining three classes but the remaining staff are having to cover all duties and responsibilities across the school. We are all grateful that next week is half term.

Please bear with us at the moment, also the ladies in the office are fully stretched. So, if we are a little slow in responding, we will get to you as soon as possible.

Kind regards

Mrs Penny Hammett

**Executive headteacher
FORT Federation**