



Dear Parents/Carers,

I hope that you and your family are keeping well at this extraordinary time, as we remain under lock-down. As much as we are keeping in touch with you via Facebook, not all parents are accessing the site.

We have been contacted by the authorities and advised that we need to update our safeguarding policies and procedures to ensure we are keeping in regular contact with our parents. Therefore, we are going to put in place regular weekly communication with every family. This will be done via e-mail, which will be sent out every Monday and you will be required to send us a reply by the Tuesday.

All we need to know is that you and the rest of your family especially the children are well while lock-down is still in operation. If you feel you need any help or guidance, we are here for you. However, the only way we are going to know is by having this form of communication in operation.

Please be advised that you will be required to reply to the weekly e-mail. These e-mails will be monitored and if there is no reply, it will be followed up with a text message and then a personal phone call.

We hope that you understand why we are having to do this. We just want to make sure that you are all safe and well. As you know, these is an unprecedented time we find ourselves in and have no way of knowing when things will go back to normal. So, in the meantime we need to look after each other.

Please take care and stay safe during this time.

Yours faithfully,

Monica
Supervisor