



NEW STREET, BRETFORTON  
EVESHAM  
WORCESTERSHIRE  
WR11 7JS

Telephone: 01386 830418  
Email: [office@bretforton.worcs.sch.uk](mailto:office@bretforton.worcs.sch.uk)

*'Learning at its heart'*

## Office staff and lunchtime arrangements due to Corona virus precautions

Wednesday 18<sup>th</sup> March 2020

Dear Parents,

As you will be aware, the national guidelines in relation to safe working practice are changing on a daily basis, in order to protect the children in school and also any adults who are considered vulnerable due to health conditions.

Based on the most recent guidance, we are obliged to send home both Mrs Eckersley and Mrs Sidney from the school office with immediate effect. The impact of this is that, where possible, I will be providing office support myself. Clearly, this is not an ideal situation and I would ask that parents please be mindful that telephone calls should be only made when absolutely necessary. Communication by email should be directed to my email – [kriley@bretforton.worcs.sch.uk](mailto:kriley@bretforton.worcs.sch.uk) and should also be kept to a minimum. Your cooperation in this would be greatly appreciated and will enable us to continue the running of the school as smoothly as possible.

Unfortunately, the further impact of this is that we will no longer be able to administrate school lunches. Therefore, from Monday 23<sup>rd</sup> March, ALL children will need to bring a packed lunch to school each day until further notice. Again, your cooperation in this would be much appreciated; we recognise that this is far from ideal but we have no other option. If a child does not have a packed lunch, we will have no way of feeding them in school and you will be obliged to bring in food at lunchtime.

Once again, may I apologise for the impact that this has on you and your family, but we are acting to ensure that staff and children are safe, and to continue to keep the school open as long as is practically possible under the current challenging and unprecedented circumstances.

Yours sincerely,

Mr K Riley

Head of School

