

# the GREENROOM school

4A Albert Street, Windsor, Berkshire, SL4 5BU [www.thegreenroomschool.com](http://www.thegreenroomschool.com) 01753 866711

Wednesday, 6 May 2020

Dear Parents and Carers,

We have been very pleased with the success of our virtual schools. As might be expected, however, there are some young people, including <pupilname> who have struggled with working online from home despite everyone's best efforts.

In line with government guidance for young people with EHC Plans, we have been thinking carefully about how we can further support those pupils and we are planning to open up The Green Room School in Windsor for a small group for a section of the school day starting from Monday 11th May, and every Monday, Tuesday and Wednesday thereafter (please note there is an inset day on Monday 1st June - immediately after half term). The sessions will start at 11:30 and end at 14:00, and will include lunch of a sandwich, crisps, and a piece of fruit. The provision of lunch on these days will not affect the food bills contribution The Green Room is making to families during this difficult time.

A letter, including the timetable and other relevant details, is being sent to <pupilname> to explain in detail how this will work. There will be a high staff pupil:staff ratio of 1:3 to provide increased support.

Obviously, our first priority is safety - we do not underestimate the possible effects of the coronavirus on our pupils or our team. Our premises have been deep cleaned and safety systems have been implemented - including social distancing and handwashing. These will be explained in detail when the pupils come in. For everyone's safety temperature measurements will be taken in line with our safety guidelines (see attached), and if anyone has a temperature over 37.5 degrees or has a dry cough they will be sent home. Should first aid be required, staff will need to be closer than 2m and will wear additional PPE (mask and gloves) to tend to a pupil.

We have attached a consent form to this letter. **If you are unable to sign the form digitally, please reply this email to give your consent.**

Thank you for your support in ensuring that <he/she> is in school on Monday 11th May at 11am.

We're really looking forward to seeing our pupils.

Yours faithfully,

Richard Allen  
Head of School



## Consent form

I, \_\_\_\_\_ (name of Parent/Carer), have read and am familiar with the safety procedures The Green Room School is employing during this time and:

Consent

Do not consent

to my young person \_\_\_\_\_ (name of pupil) returning to school to be run according to these arrangements.

I agree to alert the school to any medical issues my young person may have, including any underlying health risks and symptoms of Covid-19, ie dry cough or fever.

I understand that if my young person does not obey the strict distancing rules set out by the school on government advice, or if he/she has a temperature or dry cough, that they will be sent home immediately.

If you have any reservations, questions, or would like to discuss further how this will work, please do not hesitate to contact us on [office@thegreenroomschool.com](mailto:office@thegreenroomschool.com) and we will get back to you.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return this consent form to The Green Room School with your young person, or register your consent via email to [office@thegreenroomschool.com](mailto:office@thegreenroomschool.com)*