

Dear Parent / Carer,

**Message for parents / carers who are key workers**

We are a few days in to the new way of working and still finding out what works and what needs to be adjusted.

The four schools, Codsall High, Bilbrook Middle, Lane Green First School and Perton Middle School have been running in a much-reduced capacity across all four sites.

This means four lots of site staff, four lots of canteen and kitchen staff etc.

In the longer term this will be unsustainable and inefficient therefore we are proposing to relocate provision for all four schools to Codsall High School from Monday 30<sup>th</sup> March 2020.

Bilbrook Middle and Lane Green First School pupils should be dropped at the main entrance to Codsall High School. Upon arrival a member of each school's staff will be there to greet the children.

Perton Middle pupils should be brought to the main entrance of Perton Middle School for 8:40am where one of our minibuses will transport the children. Social distancing minimum requirements will be implemented during the journeys to and from school and whilst within school.

Staff from each of the schools will be based at Codsall High so the provision will be age appropriate. We will also ensure that age appropriate resources are available for the students.

Each school will be allocated an area of the school that will be theirs alone and each area will be deep cleaned at the end of each day.

Lunchtime arrangements will be staggered so that there is minimal mixing between the age groups.

We are speaking to other colleagues in other schools in the area and it likely that in the coming weeks further adjustments will be made as the situation develops.

Yours faithfully

Alun Harding

Executive Head

Codsall Federation

Kathryn Bailey

Headteacher

Lane Green First School

Alex Dadge

Headteacher

Perton Middle School

Andrew Tilley

Headteacher

Bilbrook Middle School