



16th November 2020

Pre-school closure due to staffing

Dear Parents/Carers,

I am writing to inform you that we are having to take the unfortunate decision to close pre-school, on some days this week, due to insufficient staffing.

Tuesday 17 th November 2020	Pre-school closed
Wednesday 18 th November 2020	Pre-school open
Thursday 19 th November 2020	Pre-school closed
Friday 20 th November 2020	Pre-school closed

We will communicate with you **on Friday 20th November** to let you know our plans for the following week. This is a decision we have not taken lightly, and we apologise for the inconvenience it will cause to you. The decision has been taken due to being unable to staff our pre-school safely with the numbers of pupils we have.

We would like to reassure you that we are not closing due to any positive COVID-19 cases.

We apologise for the inconvenience and thank you for your support in helping to keep everyone at our school safe.

Yours sincerely,

Joanne Andrews
Headteacher