



# Roehampton Church School

245 Roehampton Lane London SW15 4AA  
Telephone: (020) 8788 8650 Fax: (020) 8785 4636  
Email: [info@roehampton.wandsworth.sch.uk](mailto:info@roehampton.wandsworth.sch.uk)  
Website: [www.roehampton.wandsworth.sch.uk](http://www.roehampton.wandsworth.sch.uk)

3<sup>rd</sup> June 2020

Dear Parents and Carers

I hope you are well and moving forward safely under the new guidelines. We have now made a start with the wider opening at school.

As more people return to work we have now increased the number of keyworker children in school. This in conjunction with opening to selected year groups means that we have to change the arrangements for the keyworker children slightly.

From next week onwards (week commencing 8th June) it is **parents and carers responsibility to inform the school by the Thursday of each week what their requirements are for the following week, how many days they will need.** If we do not hear from you by the end of school on Thursday we will assume you don't need any provision for the following week. **We will not be able to offer your child a place if you just turn up as we now have more pressure on our staffing rotas and have to plan the number of staff in school several days in advance.** We no longer have the flexibility we have had during the previous ten week period. School will no longer phone you to ask your needs for the following week after the end of this week. **You will need to call us and tell us.**

I will post this letter on our website as well as sending it to all parents and carers on our email list. Any queries please contact the school on 02087888650.

Many thanks

Richard Woodfin

