

People Directorate  
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Our Ref: GM/CM  
Date: 20.3.20



Dear Families,

Head Teacher Update, Friday 20<sup>th</sup> March

Today has been an extremely emotional day for staff, pupils and families alike. I would like to take this opportunity on behalf of all staff in the school to thank you for your kind words and sentiments. In a time of such uncertainty it has been humbling to receive such support, when in our eyes, we are only doing our job.

Following the letter issued by the Depute Chief Executive and Director this afternoon, I would like to clarify arrangements for Monday next week.

As stated in the letter, the school is now closed to pupils in order to slow the spread of Coronavirus. However, we will be providing childcare to allow critical services to continue to operate.

**Where all adults in the household are designated as keyworkers** (as per the authority letter), staff in school will provide childcare. It is important to note the following:

- There will be no Breakfast Club provision
- School aged pupils will require to be signed in by a member of staff at the **front entrance of the school**. Doors will open at 8:50am. Parents/carers will not be allowed to bring pupils in to the main part of the building. Pupils will be asked to wash their hands on arrival.
- Pupils in the Early Years Centre will be signed in by a member of staff at the usual entrance. Doors will open at 8:40am. Parents may not enter the main nursery floor.
- Unless entitled to Free School meals, pupils should bring a snack and a packed lunch with them
- School closes at 3pm and collection should be from the front entrance of the school where pupils will be signed out by a member of staff. Early Years provision is until 3:40pm and again, parents will collect their children from the usual door when staff bring pupils out.
- Next week, keyworkers **MUST** make an application to a childcare provider of their choice using the allocated application form. This is not to be handed to the school but to the childcare provider.

Could I please make it clear to all parents that **this is a service for keyworkers only, as defined in the letter**.

I also wish to emphasise that staff did not know this service was running until 3pm today. They are reacting to an ever-changing situation. Teaching staff **may not be available** to answer pupil enquiries on Microsoft Teams or Seesaw next week as they will be providing a

service in the school next week. We will not be providing any additional work to that which appears on the daily plans on the website. Again, please note these are only suggested activities.

If you have any further queries, I would be happy to answer them on Monday.

Thank you once again for your patience, understanding and continued support. Although detail is correct at the time of writing this letter, it is important to recognise circumstances are changing on a daily basis.

Please keep yourself and your families safe.

Kind regards,

*Gail McKellar*

Head Teacher