

14<sup>th</sup> January 2021

Dear Parents/Carers

We are currently educating more than 120 pupils across our four year groups each day. For those parents who know that there is no other way they can fulfil their key worker role unless their child attends our in-school provision, we are working with you and will ensure our provision is available for you.

In light of the government's most current advice that the safest place for your child is at home we know that some parents may be able to find a way of reducing their child's time in school. If attending part time is possible we would very much appreciate you informing us via [covid@henlowacademy.org.uk](mailto:covid@henlowacademy.org.uk)

I hope you will appreciate the spirit in which I am making this request whilst Covid rates are high in our area. I very much look forward to welcoming all pupils back into school as soon as it is safe to do so.

Yours sincerely

Caren Earp  
Head Teacher