



Highwood Primary School,  
Fairwater Drive,  
Woodley,  
READING,  
Berkshire.  
RG5 3JE

Tel: 0118 926 5493

Email: [admin@highwood.wokingham.sch.uk](mailto:admin@highwood.wokingham.sch.uk)  
[www.highwood.wokingham.sch.uk](http://www.highwood.wokingham.sch.uk)

Head Teacher: Mr M Hickey BA(Ed), PE QTS

10<sup>th</sup> May 2020

Dear Parents / Carers,

I just wanted to send you a quick email in light of the Prime Minister's announcement at 7pm this evening. Just to make you aware, as a school we have not received any guidance as to what the PM was due to say, nor any guidance as to how to implement any of the modifications to the lock down strategy. Our staffing rota for this week has been planned well in advance and is set up to cater for the small number of key worker children. We have been working on minimal numbers in order to keep the adults and children in school as safe as possible.

If the announcements made this evening affect you, then please phone or email into the school office tomorrow to let us know what support you may need. Could I also make a request that no additional children are brought into school unless this has been discussed with the school. Once I know any additional numbers, we can put the necessary plans in place to support you as families.

Hopefully I will receive guidance tomorrow from the Department For Education. If I do, I will update you with any relevant information.

Thank you for your support.

Matt Hickey

Headteacher