



Monday 10th January 2022

Dear Parents/Carers,

As you are aware there is an increase in Covid cases across the country.

This is starting to show itself at Leopold Primary School in terms of staff absence.

I'm writing to you to explain the system we will be using to cover classes so you have advanced notice of what may happen.

1. If a teacher is unable to come into school due to Covid or isolation, we will find internal cover.
2. If there is no internal cover we will phone a supply agency to arrange cover
3. If there is no internal cover or supply staff available, the Head of School will cover on a short-term basis.
4. The final option will be remote learning at home.

I do understand how inconvenient this is and apologise in advance, however with a shortage of teachers and teaching assistants, our hands are tied.

If you consider your child to be vulnerable or you are a key worker, please approach the office today and leave your child's name and your contact details. If you require IT equipment to access remote learning, please do this at the same time.

We will of course, give you as much notice as possible of a class closure, however this may not be possible if a number of staff call in sick on the same morning. Should that happen you will receive a text message in the morning. Please be alert and check your phones regularly.

Miss Rachel Mollett
Executive Headteacher