

Bawtry Mayflower Primary School
Station Road
Bawtry
Doncaster
DN10 6PU

Tel: 01302 710721

Acting Headteacher: Mrs N.Walker

e-mail: office@bawtrymayflower.doncaster.sch.uk

n.walker@bawtrymayflower.doncaster.sch.uk



29.9.2020

Dear Parents/Carers,

Please see the information below which sets out how to inform school of COVID-19 tests for your child or family member.

1. During school hours - please phone the school office.
2. Out of office arrangements:
 - Between the hours of 4pm and 8am Monday to Friday and over the weekend – please phone the school office and leave a message. In addition to your message please email school on office@bawtrymayflower.doncaster.sch.uk copying in Mrs Walker and Mrs Jenkinson. These emails are n.walker@bawtrymayflower.doncaster.sch.uk and head@bawtrymayflower.doncaster.sch.uk.

We will endeavour to check emails during the evenings and weekends but we cannot guarantee that emails will be read during these times. It is therefore essential that a message is also left on the answer phone.

We are asking you to follow the above procedures so that we can give parents enough time to respond to any messages to self-isolate that we may need to send out.

If we need to close a bubble due to a positive case of COVID-19 in school, we want to give you as much notice as we can. We will, where possible, contact you by text and email prior to the next school day. Please be aware however, that if this isn't possible, we will contact you in the morning before your child's drop off time.

We really hope that we do not have to close any bubbles in school; however, you will be aware that this is something that more and more schools are having to do. By ensuring that everyone is clear about the procedures for keeping us updated, we can keep school running smoothly and allow everyone time to make arrangements at home if necessary.

Thank you for your continued support and understanding.

Mrs Jenkinson & Mrs Walker

