



Worple Road, Epsom KT18 7AA
Registered Charity Number 1155711

01372 721 111

24th April 2020

Dear Parents

We closed pre-school on Friday 20th March, following government advice to close all nurseries, pre-schools and schools immediately to try to prevent the spread of the Coronavirus Covid-19, although we didn't have any cases. We remain closed and await further guidance from the government.

As you know, our pre-school is a charity and is run on a 'not-for-profit' basis so all resources are reinvested back into the pre-school for the benefit of the children. The outbreak of Covid-19 presents a huge challenge to the pre-school. As a charity we don't qualify for the business incentives issued by the government and, as we don't pay business rates, we also cannot access any help with our tenancy rent payments and other expenses.

We have sought advice to establish if we can access the Coronavirus Job Retention Scheme (CJRS) and furlough our staff. 'Furlough' means that staff are still employed, but they will not work or provide any service for the Pre-School. As we are in receipt of public funding, the Early Years Free Entitlement, we are unable to access the CJRS for all our staff and are therefore very limited in the financial support we can receive.

Based on the rules set out we intend to furlough four of our practitioners. From Friday 24th April, Michele, Jo, Saira and Sue will be unable to carry out any work or provide any service that is part of their normal paid duties at pre-school. For this reason, these four staff will not be able to use Tapestry or telephone any of their key children's families. However, we want to assure you that the committee have taken this decision to furlough some staff, to prevent any redundancies and try to safeguard all the team's jobs.

Other team members will be able to remain in contact with you, either by email or using the mobile number for the Pre-School 0779 355 4340. You may continue to add to your child's Learning Journey on Tapestry and Hayley or another member of her team will be keeping an eye on any new photos or uploads from parents! If your child has an Individual Support Plan, pre-school will continue to keep in contact with you by telephone to find out how you and your child are doing, and to talk about and update your child's targets together. Once again, if any of our families feel they need some support with their child or their learning, please do let pre-school know!

Whilst pre-school remains closed during the summer term, we are not asking parents to pay fees or donations. We appreciate parents are also facing an uncertain and unsettling time and are available to answer any questions that you may have. When we have more news concerning our ability to reopen the pre-school, we will let you know straight away. All of the staff and committee are looking forward to returning to normal life.

Kind regards

Aareka Phillips
Committee Chair