Monday 23rd March 2020

Dear Parent / Guardian

**Re: Supporting Children of Key Workers**

Dear Parent / Guardian

As per Department of Education letter of 20 March 2020, Holy Trinity College will open on Wednesday 25th March from 8.45am to 3.10pm to provide ‘supervised learning’ to pupils in Years 8 – 10 of identified key workers.

It is very important that we are aware how many pupils of key workers will be attending school on Wednesday morning. Please note, there will be limited capacity due to social distancing regulations and reduced staffing availability.

Please email the College today, Monday 20th March, by 6.00pm on [info@holytrinityc.cookstown.ni.sch.uk](mailto:info@holytrinityc.cookstown.ni.sch.uk) to request a place for your child with the following information:

* Your name
* Your category of employment
* Your child’s name and class
* Days and time you plan for your child to attend school this week
* Contact list details - home and work

A more detailed letter, with categories of key workers, is available on the College Website.

Your child should not present to the College until you are notified that there is a place available for him/her.

If your child or family member is showing symptoms of COVID-19, please do not send your child to school.

We strongly recommend that alternative arrangements should be sought if at all possible. Sending your child to school, should be regarded as **A LAST RESORT.**

Yours sincerely

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I Russell (Mrs) Principal