



# The Oak-Tree Group of Schools

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## Group Managing Principal

Mr Matthew Hagger B.A. (Hons), M.Ed., PGCE

Email: [info@oaktreeschools.co.uk](mailto:info@oaktreeschools.co.uk)

Website: [www.oaktreeschools.co.uk](http://www.oaktreeschools.co.uk)

13 April 2020

Dear Parents

## Re: Coronavirus Schools Closure: 'Key worker' Provision

I hope you have been able to get something of a break over Easter – albeit from the confines of your home. I am sure you are looking forward to the children returning to school as much as we are!

Although we are a week away from the scheduled start of the Summer Term on Tuesday 21 April, I think we know that the government will keep schools closed for a little longer and that our home learning programme will start instead. Mrs Osborn will be writing later this week to remind you how this provision will work.

The signs are still positive for a restart after the May half term break on Monday 1 June, if not before. In the meantime, we are planning how to provide an effective 'key worker' service for those children whose parents fall into the following groups:

- **Health and social care**  
Including doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.
- **Education and childcare**  
Including nursery and teaching staff, social workers and those specialist education professionals who must remain active to deliver this approach.
- **Key public services**  
Including those essential to the justice system, religious staff, charities and workers delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting.
- **Local and national government**  
Including those administrative occupations essential to the effective delivery of the COVID-19 response or delivering essential public services such as the payment of benefits, including in government agencies and arms length bodies.
- **Food and other necessary goods**  
Including those involved in food production, processing, distribution, sale and delivery as well as those essential to the provision of other key goods.
- **Public safety and national security**  
Including police and support staff, Ministry of Defence civilians, contractor and armed forces personnel (those essential to the response to the COVID-19 pandemic), fire and rescue service employees (including support staff), National Crime Agency staff, those maintaining border security, prison and probation staff and other national security roles.



### Braeside School

130 High Road, Buckhurst Hill  
Essex IG9 5SD  
020 8504 1133

Braeside School is the trading name of Braeside School Ltd, registered in England to 6 Albion Hill, Loughton, Essex IG10 4RA  
Company no: 0783067



### Coopersale Hall School

Flux's Lane, Epping  
Essex CM16 7PE  
01992 577133

Coopersale Hall School is the trading name of Coopersale Hall School Ltd, registered in England to 6 Albion Hill, Loughton, Essex IG10 4RA  
Company no: 3524644



### Normanhurst School

68-74 Station Road  
North Chingford E4 7BA  
020 8529 4307

Normanhurst School is the trading name of Normanhurst School Ltd, registered in England to 6 Albion Hill, Loughton, Essex IG10 4RA  
Company no: 9380841



### Oaklands School

8 Albion Hill, Loughton  
Essex IG10 4RA  
020 8508 3517

Oaklands School is the trading name of Oaklands School Ltd, registered in England to 6 Albion Hill, Loughton, Essex IG10 4RA  
Company no: 3654053



### The Oak-Tree Group of Schools

is the trading name of Oak-Tree Schools Holdings Ltd, registered in England to 6 Albion Hill, Loughton, Essex IG10 4RA  
Company no: 03033574

#### Directors:

Mr M Hagger B.A. (Hons), M.Ed., PGCE  
Mr N Hagger M.A. (Oxon)  
Mrs A Hagger Cert.Ed.

#### Principals:

Mr M Hagger B.A. (Hons), M.Ed., PGCE  
Mrs C Osborn B.A. (Hons), MSc., PGCE



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- **Transport**

Including those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass.

- **Utilities, communication and financial services**

Including staff needed for essential financial services provision, oil, gas, electricity and water sectors, information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19 response, as well as key staff working in the civil nuclear, chemicals, telecommunications, postal services and delivery, payments providers and waste disposal sectors.

Please email Emma Curtis at Head Office via [info@oaktreeschools.co.uk](mailto:info@oaktreeschools.co.uk) as soon as possible if you consider yourself to be a 'key worker' (please specify the reason) and if:

1. you need your child(ren) supervised at school from 21 April 2020 onwards.
2. your child has a particular need that prevents him/her from learning at home.
3. you need Breakfast Club provision from 7.30am until 8.30am.
4. you need After School/Tea time Club provision until 5.30pm.

**In each case please let Emma have your child's full name, school and year group.**

**Please email even if you already followed this procedure previously. There have been many changes over the last two weeks and we are aware that many families' needs are very different now to what they were when you last sent us your information.**

Our plan is to open one central 'hub' at Oaklands School in Loughton for the children of 'key workers'. I am grateful that many of our staff from across the Group are volunteering to come and supervise the children and to help them to access the online learning being set by their teachers. We plan to bring some of our catering staff into school to provide lunches, and the cleaning team will disinfect the surfaces with Milton each evening.

Although there cannot be the normal programme of clubs and activities after school, we will aim to put in extended provision until 5.30pm each evening, having started at 7.30am each morning with Breakfast Club.

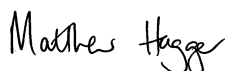
In considering whether you need the 'key worker' provision, please bear in mind that the government have stated that children should be kept at home if at all possible. With regard to social distancing, we will do everything we can to ensure that children are not mixing socially in a way that can continue to spread the virus. However, you will appreciate that this will present a considerable challenge as children are naturally sociable!

When the government's Coronavirus Job Retention Scheme goes live on 20 April, we plan to furlough some of our staff in various roles across the Group to offset some of the costs of reducing school fees for the forthcoming Summer Term and to preserve jobs. Some staff will be fully furloughed, some on a rota and some not at all. In all cases, we are committed to keeping their salary levels at the normal levels to maintain stability.

I will write again when we know how many children we will be supervising on site and what measures we will be putting in place. In the meantime, please do keep safe.

With kind regards

Yours sincerely



Matthew Hagger  
Group Managing Principal



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INDEPENDENT SCHOOLS ASSOCIATION

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