



**Chair of Governors**  
**Coventry School Foundation**  
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26<sup>th</sup> August 2020

Dear Parents

I hope you have managed to get some sort of holiday over the summer break or that you have been able to have some quality family time at least.

I wanted to write to you to let you know what we have been doing over the holiday period to get the schools ready for September. Following receipt of the Government guidance on COVID safety requirements and the documents from the teaching unions, staff across the foundation have been working tirelessly to ensure all safety requirements are met and that the schools will be as safe as possible for our pupils and staff to return to school.

Social distancing measures have been put in place throughout all sites and sanitation stations have been provided. One-way systems to navigate well used areas of the buildings have been marked out and rotas for use of dining facilities etc. have been established. Guidance documents have been prepared for staff, pupils and parents to ensure that everyone knows what to do to provide as much protection as possible.

We are looking forward to getting all of our young people back into the schools. There will obviously be some restrictions on what we are able to do and full details of the procedures and these restrictions will be forwarded to you by your respective Head teachers shortly. We fully understand that many parents and staff are nervous about returning to school. However, it is vital for our young people to return to some semblance of normality and I ask that you trust the schools to keep everyone as safe as possible as we navigate our way through the next term and into the New Year.

I am sure that many of you will be aware of the Fee Dispute Action Group who we have been communicating with over the summer. We have met with representatives from this group several times but sadly, we have not been able to reach an agreeable resolution and we have now reached an impasse. We are therefore asking that all outstanding invoices are settled in order for children to be able to return in September. If parents are experiencing financial hardship then we do still have funds available to provide support – we are also willing to enter into payment agreements to extend the payment period and assist with cash flow issues. Please email [hardship@csfoundation.org.uk](mailto:hardship@csfoundation.org.uk) if you require any additional assistance.



**BABLAKE**  
SENIOR SCHOOL



**BABLAKE**  
JUNIOR & PRE-PREP



**KING HENRY VIII**  
SENIOR SCHOOL



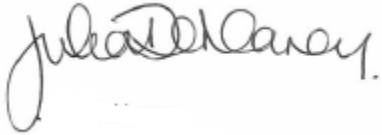
**KING HENRY VIII**  
PREPARATORY SCHOOL

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We will very shortly be sending out the invoices for the Autumn term – as you are already aware we have not applied any increase in fees for this academic year. I do however need to clarify that any payments received will be applied on the principal of oldest debt first.

We send our best wishes for the last few days of the summer break.

With very kind regards



Julia McNaney  
Chair of Governors  
On behalf of the Governors of Coventry School Foundation



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