



16th September 2020

Dear School user

Re: Coronavirus Update - Update of School Lettings for Informally organised Sports (GOV update 14 September 2020).

Following updated advice from Government regarding the safe use of multi-purpose community facilities in order to reduce the transmission of coronavirus (COVID-19) we have reviewed our lettings.

As your booking falls under the category of “informally organised sport activities on facilities grounds ” but you have **less than 6 people**, we can remain open for hire to you at this time. We will review the situation on a regular basis in line with Government advice.

Please remember to sign and return the checklist for lettings if you have not already done so. I also attached our risk assessment for visitors for your information.

Yours sincerely,

Juliana Poloczanska
School Business Manager