



Dear Parent,

Further to my recent correspondence regarding Coronavirus (COVID-19), I thought it would be helpful to provide some information about ongoing actions the academy is taking.

Importantly, we continue to receive daily updates from the government and continue to follow their advice.

The Academy is effectively carrying out a deep clean on an ongoing basis. Our hand washing areas remain well-stocked and students have received information about how to properly wash their hands. Posters have been placed in key areas to remind us all to maintain good hygiene. Areas like IT receive additional cleaning throughout each day to clean keyboards and equipment.

We are monitoring all trips and making decisions on a case by case basis, again following the latest advice from the government.

We have been through our emergency plans and developed contingencies should we have to close or partially close due to either government instruction or due to staff absence. In the event of any closure, partial or full, we will use local media, send you a message via our parent text service and put a message on our website. Most importantly, we remain open and hope for excellent attendance unless you hear, via one of these methods, to the contrary.

Given the potential for there to be a closure in the coming weeks and with external exams impending, we are keen to ensure our Year 11 and Year 13 students are fully supported. We are therefore taking the following action to maximise student contact time with subject staff:

- Some Year 11 mocks will now be brought forward into the week commencing 16th March. Options subjects will conduct mocks in lesson time.
- Year 13 mocks will now be brought forward to the start of the week commencing 23rd March.

We are now preparing to provide work for your children should we have to close the school for any length of time. We are well prepared for this situation, with excellent IT systems in place. For some time, we have been developing our use of Google Drive: a cloud based drive where we can share resources. Within this, there is an application called Google Classroom: a streamlined, easy to use tool that helps teachers manage work. With Classroom, we can replicate classes, distribute work, grade and send feedback, and see everything in one place. We will use this system as the 'one-stop-shop' for all work to be accessed. As we further prepare this resource and in the event of having to use it, we will send out more information.

I know this is a very difficult time but I hope that this letter gives you some comfort that we are making the best possible preparations and in the meantime continue to operate a full and normal school day.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Swain'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Simon Swain