

20 March 2020

Dear Parent/ Carer

Coronavirus Update No 4

Today we are planning our final arrangements for school closure. The latest guidance has been shared with you this morning. Check your emails and our website.

Key Workers

Parents need to consider carefully if they wish their children to be in school. The first principle should be that of keeping children at home if at all possible from Monday onwards, and only to send them to school if there's no safe alternative. It will be impossible to operate 'social distancing' for students and staff whilst they are in the school building. If you are a key worker please request a place via our Survey Monkey or email school.

If you have not informed us that you intend to wish your child to attend school please do not send them in. If you are in self-isolation now or in the coming weeks please do not send your children into school.

At CVEA students who do attend will **NOT** be taught in a classroom as per normal school days. Each student will be asked to follow their assigned work from class teachers via Class Charts. This will be independent learning, using a computer in the ICT suite. Expected school rules will still apply and should there be behaviour issues parents will be contacted. The rest of the school will be closed and deep cleaned. Students attending in the day do not need to be in school uniform, dress must be appropriate and nothing extreme. Staff will be dressed informally too.

Please read the next section carefully

Free School Meals

All those students in receipt of free School Meals will receive a voucher from ASDA to the value of £15 per week for each child, with your voucher you can only buy food. There will be restrictions on the card (no alcohol, cigarettes or lottery cards). If your child attends school you will not receive this as we will provide food for those on site, albeit a sandwich meal from a supermarket. We will not have our catering facilities available.

Direct debits for lunch

All of these will be suspended for the foreseeable future and reinstated when all students are back to school. Students who will be in school need to bring cash for their lunch or bring a packed lunch if they are attending school and usually under normal circumstances pay for lunch.

Easter Holidays

The Prime Minister has also advised that schools try to remain open over the Easter break. At the moment we do not have detailed plans for this but I will write to you in due course outlining what the Academy can offer to support parents.

Home Working for Students

All of our students have been set work for the next two weeks. This is all allocated via Class Charts which students and parents have access to. We have sent out numerous messages about access checking. This should be complete by now. If you have any problems contact us via enquires@cvea.co.uk or phone on Monday 23rd March when we have staff available to help you. The school will be closed to all external adults.

It is important you try to keep your children in a basic routine. Up before 9am, logging on, completing work, paper based and on line, taking short breaks and taking part in physical activity tasks set by the PE staff which can be completed at home.

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Provide them with a space at home where they can focus and do work quietly. All students have been allocated work for each lesson per day so their day can be as 'formal' as possible at home.

Each week, on a Wednesday, your child must contact their Form Tutor via email. Any student who does not do this will be contacted by their Head of Year to discuss any welfare concerns. Those more vulnerable students will be contacted daily. All our calls, emails and notes will be recorded for monitoring, tracking and safeguarding purposes.

Safeguarding

Our E-Safe system is still fully operational and anything inappropriate or of a 'sensitive' nature will filter directly to me. If this occurs we will ring or email parents to discuss.

Ms Woollett, our Safeguarding Lead, will be available to pick up and address any safeguarding issues or concerns you may have. If you feel that there are any immediate risks to your children or others you must contact Together for Children on **0191 520 5560 8:30am to 5:00pm Monday to Thursday and 8:30am to 4:30pm Friday;** or the **Out of Hours Team on 0191 520 5552 (also available 24 hours Saturday and Sunday);** or the Police on 101.

Our attendance procedures for students attending will be meticulously followed. If you have opted for your child to attend school and they are absent you must ring in or email and let us know.

Once we are closed

We will;

- Continue to provide support to those entitled to free school meals
- Keep in regular contact with vulnerable students and families, especially those with EHCP
- Provide home learning work for all students.

In conclusion: for those students who do come in;

- School hours 9am – 3pm
- Students enter main reception and sign in
- There will be a small number of teaching staff and support staff in school
- Students will complete their home learning tasks as assigned on Class Charts
- Students do not have to wear school uniform
- Absence will be reported if parents have informed us their child will not be attending
- Normal school behaviour rules apply in classrooms

Please try to have a lovely Easter and we will remain in close contact with you throughout this difficult period. Thank you to all those parents who have sent in kind and thoughtful words, thanking us all at this very challenging time.

Yours faithfully



Mrs J S Bridges OBE
Principal

