



KHD/maw

17th March 2020

Dear Parent/Guardian

Contingency Plan for Absent Staff

We very much hope that we will be able to continue to operate as normal and all students and classes will take place during this difficult period, while we wait for the UK's government to direct us on when and if we have to close.

We have already taken all necessary precautions and are working closely with the NHS and Public Health, as well as the DfE in regards to the measures that are needed to respond to Coronavirus. However, at this stage we cannot guarantee that if staff need to self-isolate if they are unwell, or a direct family member is affected by the virus, that we will be able to get supply cover, or that we will have enough staff to supervise the students to keep them safe in school. Staff have already been warned they may be asked to do more cover over this difficult period and we have cancelled all meetings and courses in the school day. However, it may become necessary to make some decisions to possibly reduce the number of students on site and the classes we can teach on a daily basis. We hope this will not be the case and at present we are coping with staff absence, but I cannot state how long this will be the case and we wanted to give you as much notice as possible as to our plan of action, should we need to reduce the number of students on site due to a staff shortage.

In the event that we do not have enough staff to safely supervise all the students, we will remain open for Year 10 to 13 students and their lessons will continue as normal, given the importance of their forthcoming examinations and the need to complete coursework. We would therefore close the school to Years 7 to 9 and direct the students to stay at home and use Edulink to study, following the lessons they would normally have on that day.

We will notify parents/guardians by text message, email and our website of any partial, or full closure, of the school by 7.30am that morning. This will not be an easy decision to make and one we will not do lightly, as we want to fully operate for as long as we can, as we believe education and learning is essential. However, we will have to prioritise year groups, which we do not like doing but, in this instance, given the scale of the situation and the fact we will not find supply cover to fill the gaps, we will have to close the school in stages.

Once again, we thank you for your support and understanding and apologise for writing to you daily, but we want to keep you up to date with everything that is happening, so you are as prepared as you can be for if and when we may have to partially, or fully close.

Yours faithfully

Miss K Haywood
Executive Principal