

20th March 2020

Dear Parent/Carer,

Firstly, I would like to say thank you for your ongoing support during this challenging time. All Swan staff have been working hard to try to create a purposeful environment within which students can continue their learning and your kind words of appreciation have therefore been very gratefully received!

The purpose of this letter is to remind you that, following government guidance, all schools will therefore be closed to students from **Monday 23rd March, except for the children of key workers and our most vulnerable students.** We have been in contact separately with parents/carers who have requested this provision to confirm exactly what this provision will look like. *If you think you have requested provision, but have not yet heard anything from us, please do let us know. Similarly, if your circumstances have changed or you now identify as a key worker given the new government guidance, please get in touch.*

I am also writing to provide more detail of what the Distance Learning Programme for most students will look like during the partial closure. I have included an overview below and attached some resources explaining exactly how tasks will be accessed by students and how you can support your child whilst they are at home. Once again, please let us know if you have any questions.

Although our school buildings will be closed to most children, it is vital that our students' learning does not stop. We have therefore put together the following measures to ensure that our students continue learning, even whilst they are not physically in the building.

- **Distance Learning Resources** - Instructions of how to access Google Classroom and the Daily Task List are attached together with the timetable for students. We will also be emailing the Daily Task List to parents so it is really clear what children should be doing each day. We expect all students to complete their distance learning tasks every day, unless they themselves are ill.
 - We recommend that parents be mindful of the potential risk to students associated with increased screen-time, for example online bullying and potential grooming. We have taught students how to keep themselves safe online during their Personal Development curriculum but suggest that parents monitor their child's use of the internet closely.
- **Weekly Phone Calls** - Members of staff will make a weekly phone call to each child in order to check in with learning and wellbeing. Please be aware that calls will be made from private numbers to parents' phones. Contact the school office if your telephone number has changed.
- **Free School Meals** - Vouchers have been issued to all families who receive free school meals. Please let us know if you think you are eligible but have not yet received a voucher.
- **Anxiety, Mental Health, and Safeguarding** - we recognise that this period of time may be stressful and worrying for students, especially as their normal routine is disrupted. I have attached some guidance on how we can look after children's mental health at this time. Additional resources are available

- **Assessment and Reports** - we are still planning to send out reports to parents from the most recent assessments, but I hope you will understand why this has been delayed! If your child has completed any assessments at home, you are welcome to drop them to the school office before the end of next week and we will try to get them marked.
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I would like to re-emphasise that school staff will be continuing to work during this time and are available to support in any way we can. In particular, we are aware that this may be a time of acute financial difficulty for some as the economy shrinks - please let us know if this is affecting your family as we may be able to support with food vouchers or in other ways. Our school office will be open during the partial closure so do get in contact if you need to borrow any resources.

The best way to contact the school remains our office email account: office@theswanschool.org.uk and you can contact individual members of staff via My Child At School (MCAS). MCAS will be a vital communication tool during this time so, if you have yet to start using this platform, we urge you to do so now. We will be in regular contact with parents with updates and information as we have them.

I thank you for all your continued support during these unprecedented times; it is the strength of our community that will help us to overcome this challenge. I urge all of you to continue to follow guidance from the government to help keep yourselves and your families healthy and look forward to seeing all of our students back in school soon.

Yours sincerely,

A handwritten signature in black ink, appearing to read "K. Wood", with a horizontal line underneath.

Ms. K. Wood
Headteacher