

19th March 2020

Dear Parent/Carer,

As I am sure you will already be aware, in light of the spread of the coronavirus (Covid-19), the government has advised all schools to close for a period of time in order to help delay the spread of the virus. Our school will therefore be closed to students from **Monday 23rd March, except for the children of key workers and our most vulnerable students.** At this stage, we do not know when the school will reopen but we will be in regular communication with you as we receive more information.

In order to help us to plan for our key worker provision, we ask you to complete [this survey](#) to let us know your profession. This will help us understand how many students we will be caring for and therefore prepare our provision accordingly. Please can you complete this survey **as soon as possible** and no later than **8am on Friday 20th March.**

At this stage, the government has not yet provided a list of which occupations are 'key workers' so we will confirm if we are able to make provision available to those who have requested it once we have more guidance. Once we have this information, we will be in contact with key workers and the parents of vulnerable children with more detail of this provision.

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Although our school buildings will be closed to most children, it is vital that our students' learning does not stop - after all, our children only get one chance at their education. 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** - Teachers will continue to plan lessons for classes. Students will be provided with a Daily Task List via Google Classroom and have all been shown how to access these resources. Instructions of how to complete each task will be included in the Task List. Students will be provided with an exercise book where they can complete any 'off-line' tasks. We expect all students to complete their distance learning tasks every day, unless they themselves are ill. Suggested exercise activities will also be included to help look after students' physical and mental health.
- **Weekly Phone Calls** - Members of staff will also be making a weekly phone call to each child in order to check in with learning and wellbeing. This communication will be done via parent phone numbers so please do contact the school office if your telephone number has changed.
- **Laptops/IT Resources** - We have conducted a survey of students to identify those without access to IT at home. School chromebooks are being loaned to these students to use for their distance learning. Please let us know if you feel that you also need to access this service.
- **Free School Meals** - If your child receives free school meals, we will email you with a Tesco voucher that you will be able to redeem in store to support with food costs during this time. 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. We have provided resources about how children can look after their mental health and who to turn to if they need support. This information will be emailed home and available on Google Classroom.

We will provide more detailed information about how students can access all of these resources. This will be sent out on Friday 20th March. We will also be running sessions to explain all of this to students.

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I would like to 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.

The best way to contact the school remains our office email account: [office@theswanschool.org.uk](mailto: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 blue ink, appearing to read "K. Wood", with a horizontal line underneath.

Ms. K. Wood

Headteacher