

18<sup>th</sup> March 2020

Dear Parents

Following the guidance this evening from the UK Government, it is with great sadness that we report we will close to pupils after Twilight Club on Friday 20<sup>th</sup> March 2020. We are hopeful this will be for a short period including the Easter holiday. It is our intention to open as soon as we possibly can with due regard to guidance and health and safety.

During this period, we will maintain our high standards of cleaning and maintenance across our whole site and are taking extra precautions to avoid contamination.

We do not view this period as an extended holiday for our pupils and as such our staff will continue to plan, prepare and ensure high quality learning provision for their pupils. For next week (Monday 23<sup>rd</sup> – Friday 27<sup>th</sup> March) teachers have prepared a pack to be taken or sent home containing learning materials such as Maths and English provision.

Should the school closure continue beyond our Easter break, we will move to a more comprehensive offsite teacher-led learning arrangement which will include daily contact via video link with form tutors. It is intended that these opportunities will extend to daily core lessons for each year group.

Additionally, teachers will prepare ongoing packs and other materials to support all lessons and use other methods such as recorded video for music and PE lessons.

Tomorrow, all pupils from Nursery upwards will be issued with their own email address which will be restricted to sending and receiving emails within the Heathcote School community. Parents will also be able to use these email addresses to communicate with our staff. Pupils will receive training over the next two days on how to use our collaboration software to attend lessons and maintain contact with their teachers and friends. A consent request for each pupil to access and use the email and software will be issued via ParentMail shortly. Please return this as soon as possible as pupils cannot take part in the training sessions without their email account.

A user guide will be sent home with pupils on Friday along with their packs and we recommend that next week parents and children familiarise themselves with the set up. Management will be onsite next week to prepare for this transition and staff will be having ongoing training.

I thank you for your continued support and understanding at a very challenging time for us all. May I take this opportunity to thank our staff; as you can imagine this is an unprecedented situation, and as such we are challenging them to ensure the high-quality educational provision is maintained through our forward-thinking preparation. Therefore, please be patient and considerate when we implement these new methods of delivering our lessons after Easter.

Looking ahead we have planned to hold the production of Hoodwinked towards the end of the Summer term, closer to Nursery Graduation, Year 6 Leavers Assembly, Sports Day and Prize Giving as usual. Additionally, I cannot wait to announce next year's Heads of School after our interview process takes place. Management will start to plan a "Return to School" celebration for all of the pupils when we are able to return.

Above all else, the health of you, your families and our staff is of paramount importance to all of us.

If you have any concerns, please contact the school office as usual.

Kind Regards

Mrs Samantha Scott  
Headteacher