

20 March 2020

Dear Parents & Carers

## **Update as of 6pm Friday 20 March 2020**

### **Important information regarding pupil attendance – from Monday 23 March 2020**

Firstly, thank you for the very supportive approach that you have taken during these exceptionally challenging times. I have spoken to all students attending school today about the measures that we have put in place as an Academy to ensure all our students can continue to place their learning at the centre of their daily routines. We will ensure that City Academy Norwich remains at the heart of our community and will continue to support the national drive to beat this virus. Whilst we are formally closed from Monday 23<sup>rd</sup> of March onwards, we will continue to support a small amount of young people who have key worker parent's \ carers or EHCP's.

### **Special opening from Monday 23 March for the children of key workers \ EHCPs**

At midnight, the government published a list of those parent/carers who are entitled to send their child to school next week. The link below provides specific details on this:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educationalprovision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educationalprovision>

Please, therefore, follow these key principles:

- If it is at all possible for children to be at home, then they should be.
- If a child needs specialist support, is vulnerable or has a parent who is a critical key worker, then educational provision will be available for them from Monday 23<sup>rd</sup> – Friday 27<sup>th</sup> of March 2020 at City Academy Norwich.

We are grateful to all these key workers who are looking after us all. In return, my colleagues are also going to do their best to provide provision for your child/ren for as long as we reasonably can. It is critical to note, however, that this provision should only be taken up if there are no other alternatives (see guidance above).

In the best interests of your child\ren and my colleagues, we wish to minimise risk and students should only attend where it is absolutely essential. Should you wish to take up this provision, you should have already been contacted today by staff from the school, who will have confirmed your child\rens attendance on Monday. If you have not received a call or you will not be wanting your child\ren to now attend please contact us urgently by emailing [office@cityacademynorwich.org](mailto:office@cityacademynorwich.org)

Please note too that this provision should not be used as a 'drop-in service'. We will always be flexible and supportive, but I am sure you will appreciate that we need to manage provision very carefully. The school will be open between 08:00 – 15:08pm. Students should report to the main reception and sign in with a member of staff in full school uniform as per normal school policy.

We request that you provide formal identification of your key worker role and confirmation that you have checked with your employer that your role is critical to the continuation of the public service. Identification could be in the form of a photocopy of your current ID badge or similar and a copy can be given to your children to submit or offered in person when you drop them off. We will provide all students in attendance with food throughout the day. If they have any dietary requirements please can you make us aware of these.

For those students who receive Free School Meals, we are currently working with a major supermarket via the Local authority to provide food vouchers. If this applies to you, the vouchers will be emailed to you directly by the City Academy Norwich. As the time frame of this is yet unknown we are also providing a packed lunch to all Free school meal students which can be collected Mon-Fri next week only from 12-13:00pm from main

reception. If you feel your child\ren requires this service please can you complete the following link by the end of Saturday the 21<sup>st</sup> March 2020.

<https://forms.gle/Yj4HvSoH9FoADThe6>

We ask you kindly to read through all the key information that is available to support our online home learning package for students via the website:

<https://www.cityacademynorwich.org/home-learning-support>

Please read all documents fully within this area to ensure you are familiar with the expectations and systems we have set up as an Academy. Thank you in advance for your understanding and support.

New details regarding the impact of coronavirus (COVID-19) on summer exams has been released. The exam regulator, Ofqual, and exam boards will work with teachers to provide grades to students whose exams have been cancelled this summer, following our actions to slow the spread of coronavirus.

Ofqual and exam boards will be discussing with teachers' representatives before finalising an approach, to ensure that it is as fair as possible. You can find further details on the impact on summer exams here:

<https://www.gov.uk/government/news/further-details-on-exams-and-grades-announced>

I would like to thank all our year 11 students who attended school today. We will be in touch to arrange your Prom, we promise.

**I should like to reiterate that the current NHS advice is:**

The most common symptoms of coronavirus (COVID-19) are recent onset of:

1. New continuous cough and/or
2. High temperature
3. If you have symptoms, stay at home for 14 days
4. If you live with other people, they should stay at home for 14 days from the day the first person got symptoms
5. If you live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else for them to stay for 14 days.
6. If you have to stay at home together, try to keep away from each other as much as possible.

The most up-to-date advice and information for the public can be found at:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

The government has stated that schools are safe places. We will do all that we can to observe the social distancing rules within the Academy. The Academy will be operated by a very slimmed down staff with a member of the Senior leadership team in charge daily which will include either the Headteacher or Deputy Headteacher, with overall responsibility onsite. If we keep calm, follow advice, be kind and caring to one and other, I am confident we can get back to business as usual in the near future. Stay safe.

Yours sincerely



Mr P Collin  
Headteacher