



23rd March 2020

Dear Parents/Carers,

Re: Coronavirus update – reminder of Academy closure to most students

I'm writing to remind you that the Academy will be closed to almost all children **from today (23rd March) until further notice**. While we regret that this is the situation, we have to follow the latest government advice.

Therefore, we do not expect you to send your child/children to the Academy unless:

- You or any parent or carer in your household is a key worker and you won't be able to care for your child or children at home. We have created an online form for you to provide us with details of your key worker status. If you complete the online form and your child is eligible, we will be in touch, please keep your child at home until you are contacted. It is up to you to decide as a family whether your child comes into school in this instance.
- Your child has a protection plan
- Your child has an education, health and care plan (EHCP)
- Your child needs other specialist support – in which case the Academy, your local authority or your social worker will contact you directly.

If we are not expecting to see your child while the Academy is closed, we will need to send them home.

Pupils who receive free school meals: If your child receives free school meals, but isn't eligible to attend school from Monday, we can help make alternative provision for you. Please visit the Joseph Leckie Academy website and complete the Free School Meals request form.

Your child's education is of great important to us, so we'll continue to help your child to learn during this closure. Please see the Joseph Leckie Academy website for details of offsite learning provision and how to access it. Where possible, your child will have also been provided with paper based resources if applicable for their subjects.

Our website also has a Key Contacts page to allow students/parents to get in touch with heads of department or other key staff as necessary. Academy staff will not be expected to answer emails outside of their regular work day (9am – 3.05pm), although they certainly may do so. Please ensure your child is regularly checking their student email account as there will be emails sent by tutors and teachers, and they will be expected to respond to these. Also, we are asking that, where possible, your child should contact teaching staff during what would have been their timetabled lesson with that teacher.

I know this is a difficult time for many of you, and the next few weeks will be an adjustment for all of us. We are doing everything we can to support your children and families at this time, and appreciate your patience and support. Please do help us by following the advice set out above.

I'll be back in touch with more information as soon as possible.

In the meantime, if you or your child feels ill and you want to know what to do next, please use 111.nhs.uk

Yours faithfully,

Keith Whittlestone
Academy Principal

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