



12 March 2020

Dear Parents and Carers

Re: Contingency Plan for Potential School Closure – Coronavirus

Whilst the school has no plans to close voluntarily, we are closely monitoring advice from the Government and below is an outline of the contingency plan should the school be forced to be closed.

We expect students to follow their normal school timetable whilst at home during the day and complete their full five hours of learning as well as any homework which would have been set. Whilst this is far from an ideal situation, this is a particularly key time in the academic year with important external and internal examinations looming.

Students will be able access work by logging on to the school website portico page <https://portico.st-martins.essex.sch.uk/Login>. Within the 'I: Resources' drive there is a 'school closure work' folder. They should then click on their year group, relevant subjects and their specific classes to access each lesson. Staff will upload work with resources equitable to the number of hours which would have been taught during that week plus any additional homework. We also strongly recommend that students regularly check their school email accounts as staff may, in addition to adding resources to portico, email their classes directly. This will be at the discretion of each teacher.

This is clearly a unique situation and we will never have experienced this much traffic on the school's network server. Whilst confident that the server will be able to cope, should it crash then teachers will email classes directly.

To maintain contact throughout any closure the school will give any updates via the school website. Any planned trips are currently scheduled to go ahead as normal unless government advice dictates otherwise, in which case you will be contacted.

Yours sincerely

Mike O'Sullivan
Headteacher