



22 September 2020

Dear Parents and Carers

Re: Potential Closure or Partial School Closure – Covid-19 Contingency Planning

I am writing to inform you what the school's contingency plan will be in the event that we have to either close the whole school, close the school to individual year groups and what the provision of work will be for individual students should they need to self-isolate.

Should a school closure or partial closure be necessary then the school will endeavour to provide as much face to face teaching as possible on Microsoft Teams. Therefore, it is imperative that students check their school email every morning for links to their lessons as well as other information related to their learning. Lessons will follow their normal timetable and timings of the school day can be found in students' planners or by clicking on this [link](#). Please visit <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> for further information on downloading Microsoft Teams and this information is also available in the [self-isolation work](#) section of the school website along with a parent and student guide.

If your child needs to self-isolate then work for all key stages can also be located in the [self-isolation section](#) of the school website and if they have any questions about the work then they should contact their individual subject teachers by email.

Yours sincerely

Mr I Smyrk
Headteacher

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