



Dear Parents and Carers,

18th March 2020

I am writing to update you on our position as a school. We remain open and delivering lessons, although have made some small timetable modifications. At the time of writing we have a handful of staff who are off due to the isolation guidelines and student attendance is around 65%. Each school is facing different circumstances and I am in regular contact with Mr Hunter from Samuel Ward and also my colleague primary headteachers.

After evaluating this morning we intend for school to remain open, and children can still attend if they are symptom free and there is no one in the family home with symptoms. This may change as the week goes on depending on staff numbers. Children who are in school may be on an amended timetable. Our canteens will remain open and fully functioning. Some families have chosen due to personal circumstances to keep children at home and we support that decision if you have had to make it.

We have been working with staff and students to ensure that learning is available on line through our Go for schools app. As from tomorrow there will be a full days worth of work set on Go for Schools every day for every child. They have had their log ins checked, but if you have any problems please contact Mr Course on DCourse@castlemanor.org.uk and he will assist. In my assembly yesterday I recommended that children working at home follow their usual school timetable and work through the work set. Keeping a routine is incredibly important and I hope that this also helps you in your role of supporting your child learn from home. Teachers (if well) will be checking their emails throughout the day and are available to give advice and support. I also talked about physical exercise and creative arts and how good they are for happiness, so do expect to see simple tasks set to encourage this.

Where children and families are isolating we may make contact to check on safeguarding and wellbeing. If you have any safeguarding concerns at all please call the school so that we can support you. If we do have to close access to the school, safeguarding team will be available through the main switchboard on 01440 705501. Please can I ask you to keep checking emails even if you are isolating as this is the main way I will communicate with parents.

Headteacher: Mrs. Vanessa Whitcombe

Unity Schools Partnership is a charitable company limited by guarantee and registered in England and Wales with company number 07400386. The registered office is at Unity SP Offices, Park Road, Haverhill, Suffolk, CB9 7YD.



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I have been asked about the upcoming exams for Year 11 particularly. We have continued our practical catering exams this week and there is a Year 10 Business exam on Friday which we plan to go ahead with. We will make arrangements with the exam board for any students that miss these due to self isolation or illness. I have told Year 11 to continue to work on their revision as if the summer GCSE exams will happen. The exam boards and the JCQ would make any decision otherwise and if anything is communicated with me I will inform you as soon as possible.

We have taken the decision due to student absence that the practical exams next week will be postponed, we will let you know about arrangements for new dates when we can.

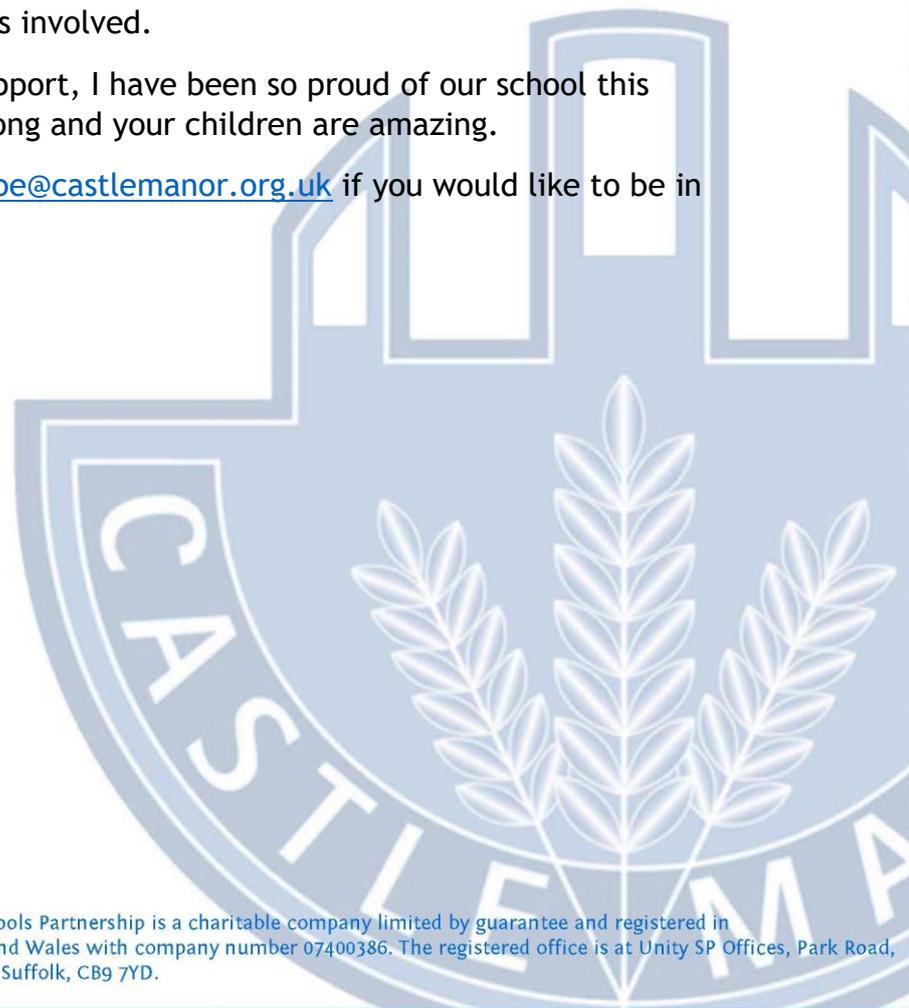
The other key question we have been asked is about the enrichment week trips in July. As yet we do not know what the situation will be there and we will await advice from the travel companies involved.

As always, thank you for your support, I have been so proud of our school this week, the team spirit is very strong and your children are amazing.

Please contact me on VWhitcombe@castlemanor.org.uk if you would like to be in touch with me.

Yours sincerely,

Vanessa Whitcombe
Headteacher



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