

9 March, 2020

Dear Parent/Carer

This letter is to inform you that we are making some plans in case of a school closure due to the Coronavirus epidemic.

We are particularly focused on making sure that our Year 11 students are able to continue to prepare for their Summer exams if they are at home. We will be establishing with students in the next few days whether they have access to the internet and able to access work that we will provide online through either email or Google Classroom. For those students without access to the internet we will provide them with a 'pack' of work to be getting on with to help them prepare for and revise for exams. This will be given by hand or posted to students if possible. For all other students on other programmes across the College, we will provide your child with some work to do during the closure – again in hard copy or via email.

In the first instance I would ask that you make sure that we have up-to-date email addresses and mobile numbers/home numbers for you as parents/carers. We will endeavour to phone you to check these in the next few days.

Please can I ask that you phone me if you believe your child to be unwell due to Coronavirus. Could you please not send your child to school if you believe them to be presenting symptoms. Please keep them at home and immediately follow Government advice to phone 111. Please take heed of the advice given and if this is to keep your child at home and self-isolate then please do so. We will provide work for your child if we are still at school.

If you have been in contact with someone else presenting symptoms, or with someone who has been abroad to a country with restrictions imposed, please call 111 and follow the advice given. Again, please call me to let me know and do not allow your child to come to school until you have received the relevant advice.

If your child attends another school for part of the week and the school closes because of the presence of Coronavirus which could have potentially infected your child, then please follow your schools's self-isolation instructions and do not send your child to Meadowbrook College. Please notify us as the dual-roll school if your child is staying at home for this reason.

I am in receipt of regular updates from the Department for Education regarding action that might be taken in schools. We will follow their and Public Health advice throughout. I would like to reassure you that we will not close the school unless we are advised to. However, we will have to take some action, including closing to particular year groups or programmes if we are affected by staff absence and unable to operate safely.

I very much hope we remain 'business as usual' but ask for your support in making sure we are able to cope with any closure as efficiently as possible should it occur. I am sure you will agree that 'forewarned is forearmed'.

Yours faithfully

Nicola Partridge  
Headteacher

