

17<sup>th</sup> March 2020

Dear Parent/Carer,

Following the latest announcement from the Government on COVID-19 and after a review of our current staff capacity levels, we have made the difficult decision to ask Year 10 students to remain at home from Wednesday 18<sup>th</sup> March. This arrangement will remain in place until at least the end of this week.

Considering the constantly changing picture across the country, we have been anticipating this decision and have asked staff to prepare lessons which will be delivered to students through Microsoft Teams. Students are aware of this and have been briefed about how to use the app. We are attaching a timetable which students should follow during their time at home. We have asked students to check their school email account regularly and to follow the structure of their normal school day, as lessons will be delivered according to their timetable. Students should communicate with their teachers via school email if they have queries about their learning, wish to submit work for assessment or would like to request extension work. Please be aware that teachers will be working during normal school hours only and may not respond immediately to emails.

Regular updates will be given from our school Twitter account (**@CORECentralAcad**) and our website. Please continue to check these for further information. I will also write to you again with all relevant updates (including more confirmed dates) in the coming days.

We realise those who are due to take external examinations this summer will be more concerned about the closure than others and want to reassure them that teachers can be contacted via school email to provide the necessary support and assistance we would usually be offering in person at this stage. Similarly, students can contact their form tutor or Head of Year to seek guidance and support if they need it.

Any student with any safeguarding concerns should contact the school's Designated Safeguarding Lead (DSL) by emailing [enquiries@corecentral.academy](mailto:enquiries@corecentral.academy) and marking this 'PRIVATE' and for the attention of the DSL. Students entitled to a free school lunch are welcome to attend school at lunchtime as usual.

If any students are diagnosed with COVID-19, we should be grateful if you could let us know using the school email address [enquiries@corecentral.academy](mailto:enquiries@corecentral.academy). We have had no confirmed cases of the virus reported at the school so far.

We extend our best wishes to the whole school community and look forward to us all being back together soon.

Yours faithfully,



**Mr D Bailey**  
Headteacher