

17<sup>th</sup> March 2020

Dear Parents & Carers

### **COVID-19**

As you are probably aware the government has significantly changed its advice regarding managing the COVID-19 (Coronavirus). At this moment in time the government isn't instructing schools to close. As a trust we are aiming to maintain as normal a service as possible at this moment in time, but safeguarding pupils and staff is of paramount importance.

The difficulty for all schools is that some staff are not able to attend school because of their underlying health issues (as defined by the government) or because of their immediate family's health position. Already we can see that this is having a real impact on our school staffing levels.

As a trust and school we have been placed in a very difficult position. As public servants we naturally want to maintain our service to our learners. To do this we need staff to be at work to provide that service. Self-isolation on top of normal absence may make it very difficult to maintain a normal school service level.

What is important to emphasize to parents and carers is that any pupil or member of staff who is at a serious level of health risk due to underlying health conditions **MUST NOT** attend school. This also applies to those who present coronavirus symptoms – 14 day isolation rule.

Due to the staffing position at Melton Vale Sixth Form College we have decided to take the following actions:

- For **students** who are at home, we will aim to maintain learning by setting work via the school's website or Microsoft 'Team' facilities. Your son or daughter is familiar with this system
- For staff who are at home **they will be setting work** via Microsoft Teams with an expectation of it being completed by students and returned to them via email.

Students at the college and our teaching staff are very familiar with using TEAMS as a communication portal. Your son or daughter will be very familiar with the process and be able to access Teams through their mobile phone or home computer / tablet.

These are uncertain times. We are all running to catch up with events and ensure our planning is equal to the challenge.

I wish to take this opportunity to thank you for your understanding and consideration in response to this unique situation. Your support is valued and we will maintain a high level of contact with you as this situation unfolds.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. Johnson', with a stylized, cursive script.

**Kirstie Johnson**  
**Head of College**

## **Parents Evenings and School Information Evenings**

Our forthcoming parents' evenings for Year 12 have been cancelled. They will be re arranged at a future date. School reports will be sent home.

Other school information evenings will continue as planned until guidance from the DfE, NHS or government indicates otherwise.

Thank you for your continued support in this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. Johnson', written in a cursive style.

**Kirstie Johnson**  
**Head of College**